

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1 CONTRACT ID CODE		PAGE OF PAGES 1   58	
2 AMENDMENT/MODIFICATION NO <b>P00002</b>		3 EFFECTIVE DATE <b>15-Mar-2019</b>		4 REQUISITION/PURCHASE REQ NO <b>ACQR5447046</b>		5 PROJECT NO (If applicable)	
6 ISSUED BY NAVFAC EUROPE AFRICA SOUTHWEST ASIA VIALE PORTO CAPODICH NO NAPOLI 80144		CODE <b>N33191</b>		7 ADMINISTERED BY (If other than item 6)  <b>See Item 6</b>		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) KELLOGG BROWN & ROOT SERVICES, NC 1080 ELDR DGE PKWY HOUSTON TX 77077-2575				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MOD. OF CONTRACT/ORDER NO. <b>N3319118F4417</b>			
				X 10B. DATED (SEE ITEM 13) <b>28-Sep-2018</b>			
CODE <b>3GJU9</b>		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) <b>See Schedule</b>							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <b>52.243-2 Changes - Cost Reimbursement</b>							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: <b>sabine19273</b> The purpose of this modification is to change the starting date for the maintenance of the 4 ea. Security vehicles (Annex 17) as well as the maintenance of the softball field (Annex 12). In addition, this modification will also incorporate a few other "no-cost" items, such as changing Base Access Request Procedure, aligning due dates for deliverables with annex activation, as well as correcting conflicting start dates.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) CHERIE M MITCHELL / CONTRACT NG OFFICER/E2E TEL: +39-081-568-6395 EMAIL: cherie.mitchell@eu.navy.mil			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA <b>(b) (6)</b> BY _____		16C. DATE SIGNED <b>13-Mar-2019</b>	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**The following items are applicable to this modification:**

**SUMMARY OF CHANGES**

**MODIFICATION 02**

Pursuant to the Authorization to Proceed Letter issued on 31 January 2019, the following changes are hereby incorporated:

Change #	Name	Annex Impacted	Spec Item / Attachment #	Section	Cost/No-Cost	Short Description of Change
1	Pass Request Procedure	0200000 - Management and Administration	2 9 "Security Requirements"	C	No-Cost	The Contractor can no longer self-submit access requests. These requests must go to NAVFAC COR for vetting prior to submittal to MDA and the Polish Army.
2	Softball Field	0100000 - General Information	J-0100000-03 "MILCON Facilities - General Description"	J	Cost	Change BOD of Softball Field from Jul 2019 to Feb 2019
			J-0100000-04 "BOS Services Matrix"	J		Change "Est. Start Date" for Recreational Sports Facilities Maintenance from DAY 1 to 1 Feb 2019
3	Government-Furnished Security NTVs	0100000 - General Information	J-0100000-04 "BOS Services Matrix"	J	Cost	Add maintenance of Govt-furnished Security SUVs (4 ea ) starting 1 Feb 2019 until CCD
4	80-ton Crane	1700000 - BSVE	J-1700000-03 "MHE/WHE Specialized Lifts and I&CO Support"	J	No-Cost	Change "Required Date" for 80 ton Crane (I&CO) from "Nov19-Aug20" to "Feb19-Aug20". Anticipated quantity (days of operation) remains unchanged.
5	MILCON Grounds Start Conflict	1503050 - Grounds Maintenance	J-1503050-03 "Site Map for Grass Mowing/Vegetation Control"	J	No-Cost	Change "Est. Turn Over Date" of grounds areas from Oct-19 to Jul-19 to be consistent with BOS Service Matrix and ELIN Schedule.
6	Deliverables	Section F	n/a	F	No-Cost	Some due dates have been revised to mirror actual annex/service activation dates.
7	ELIN Schedule	0200000 - Management and Administration	J-0200000-08 "ELINs"	J	n/a	Quantity for Sub-ELIN A023AA is decreased by 2 months. - As a result of the above change #3, a new ELIN X035AC 1 has been created (for base period and all option periods) to cover maintenance of Security NTVs. - Administrative realignments of SubELINs within ELIN A024 REGION - 1300000 Galley Base Year and ELIN B024 REGION - 1300000 Galley Option One.

KBR's Final Proposed Cost for the Base Year, Option One, Two, and Three, dated 24 Jan 2019 is hereby accepted and fully incorporated into this task order by reference with the same force and effect as if set forth in full text. The base period and option periods funding breakdown to the CLIN level with applicable Award fee is as follows:.

N6274216D355100002

BOSC, Naval Support Facility Redzikowo, Poland (N62742-16-D-3551, TO N3319118F4417)						
TOTAL COSTS - FEE						
	CLIN	Activity	Annex Ref. No.	Estimated Costs	Award Fee	Sub-Totals
n/a	0001	n/a	Mobilization Costs	(b) (4)		
Base Period 01 Dec 2018 - 30 Nov 2019	0002	n/a	Mgmt/Admin Costs (Annex 2)			
	0003	MDA	Annex 3 through 18			
	0004	REGION	Annex 3 through 18 MWR			
	0004	REGION	Annex 3 through 18 TR			
	0004	REGION	Annex 3 through 18 Total			
	0005	NAVSUP	Annex 3 through 18			
	0006	CNSL	Annex 3 through 18			
	CLIN	Activity	Annex Ref. No.			
1st Option Period 01 Dec 2019 - 30 Nov 2020	0007	n/a	Mgmt/Admin Costs (Annex 2)			
	0008	MDA	Annex 3 through 18			
	0009	REGION	Annex 3 through 18			
	0010	NAVSUP	Annex 3 through 18			
	0011	CNSL	Annex 3 through 18			
2nd Option Period 01 Dec 2020 - 30 Nov 2021	0012	n/a	Mgmt/Admin Costs (Annex 2)			
	0013	MDA	Annex 3 through 18			
	0014	REGION	Annex 3 through 18			
	0015	NAVSUP	Annex 3 through 18			
	0016	CNSL	Annex 3 through 18			
3rd Option Period 01 Dec 2021 - 30 Nov 2022	0017	n/a	Mgmt/Admin Costs (Annex 2)			
	0018	MDA	Annex 3 through 18			
	0019	REGION	Annex 3 through 18			
	0020	NAVSUP	Annex 3 through 18			
	0021	CNSL	Annex 3 through 18			
n/a	0022	n/a	Demobilization Costs			
			TOTAL			

\*\*\*Work shall be performed in accordance with FAR clause 52.232-20 Limitation of Cost\*\*\*  
The new CLIN totals are as follows:

	CLIN	Activity	Annex Ref. No.	Estimated Costs	Award Fee	Sub-Totals
n/a	0001	n/a	Mobilization Costs	(b) (4)		\$ 93,134 47
<b>Base Period</b> 01 Dec 2018 - 30 Nov 2019	0002	n/a	Mgmt/Admin Costs (Annex 2)			\$ 698,980 61
	0003	MDA	Annex 3 through 18			\$ 1,893,302 30
	0004	REGION	Annex 3 through 18			\$ 2,080,890 74
	0005	NAVSUP	Annex 3 through 18			\$ 112,437 91
	0006	CNSL	Annex 3 through 18			\$ 91,027 80
<b>1st Option Period</b> 01 Dec 2019 - 30 Nov 2020	0007	n/a	Mgmt/Admin Costs (Annex 2)			\$ 669,496 65
	0008	MDA	Annex 3 through 18			\$ 1,900,587 50
	0009	REGION	Annex 3 through 18			\$ 3,785,181 43
	0010	NAVSUP	Annex 3 through 18			\$ 114,527 45
	0011	CNSL	Annex 3 through 18			\$ 479,091 05
<b>2nd Option Period</b> 01 Dec 2020 - 30 Nov 2021	0012	n/a	Mgmt/Admin Costs (Annex 2)			\$ 668,119 33
	0013	MDA	Annex 3 through 18			\$ 832,324 13
	0014	REGION	Annex 3 through 18			\$ 3,781,914 77
	0015	NAVSUP	Annex 3 through 18			\$ 114,158 87
	0016	CNSL	Annex 3 through 18			\$ 911,624 01
<b>3rd Option Period</b> 01 Dec 2021 - 30 Nov 2022	0017	n/a	Mgmt/Admin Costs (Annex 2)			\$ 668,119 33
	0018	MDA	Annex 3 through 18			\$ -
	0019	REGION	Annex 3 through 18			\$ 3,698,119 25
	0020	NAVSUP	Annex 3 through 18			\$ 114,158 87
	0021	CNSL	Annex 3 through 18			\$ 907,214 63
n/a	0022	n/a	Demobilization Costs			\$ -
			<b>TOTAL</b>			\$ 23,614,411.08

BOSC, Naval Support Facility Redzikowo, Poland  
(N62742-16-D-3551, TO N3319118F4417)  
**Section J-0100000:**  
**Documents, Exhibits, And Other Attachments**

**Table of Contents**

Attachment Number	Attachment Title
J-0100000-01	Location Maps
J-0100000-02	SA Facilities - General Description
J-0100000-03	MILCON Facilities - General Description (MOD 02)
J-0100000-04	BOS Services Matrix (MOD 02)

N6274216D355100002

BOSC, Naval Support Facility Redzikowo, Poland  
(N62742-16-D-3551, TO N3319118F4417)  
**Attachment J-0100000-01:**  
**Location Maps**

Location Maps are provided as a separate file

## BOSC, Naval Support Facility Redzikowo, Poland

(N62742-16-D-3551, TO N3319118F4417)

**Attachment J-0100000-02:****SA Facilities – General Description**

The following (temporary) facilities will be operating until approx. 30 June 2021.

Facility Name	Approx. Area (SF)	Anticipated Occupancy	General Description
Administration Facility	7,100	12 to 16 hours a day, 7 days a week. This facility usage increases to accommodate up to approx. 85 persons during I&CO phase.	This facility includes centralized logistics management and operational support capability for SA facilities. Also included are administration support spaces, conference rooms with unclassified VTC capability, break room/multipurpose room, restrooms (unisex), janitor closet, and a communications equipment room.
25 ea. Containerized Housing Units (CHU's)	5,000	Up to 25 persons	25 single person rooms + 1 room provided to the contractor for an office.
High Bay Building	19,000	During normal work hours, up to eight personnel staff these facilities.	This facility includes small/large storage cages, communications equipment room, shipping and receiving area, classified storage and work area, climate-controlled secure storage area, and a gatehouse.
Welding Building	600		This facility includes a welding area and a work layout area.
HAZMAT Building	400		This facility includes HAZMAT storage (oil, hydraulic fluid, and flammables) and a HAZWASTE accumulation point.
SA Facility Area Gatehouse	50	One security guard will staff the gatehouse 24/7 while ACS modules are being stored.	Guard booth
Fuel Facility	1,500	Unoccupied	This facility includes a fuel storage area (a 1,000gal tank and a 10,000gal tank), a vehicle fueling area, and an air compressor station.
Vehicle Wash Rack	3,000	Unoccupied	This facility includes a vehicle wash area and a vehicle waiting area.
Communications Facility	200	Up to five persons (intermittent)	This is a container type facility with restricted access. Limited services will be required.
ACS Laydown Area	174,000	Unoccupied	Outdoor secure storage space for ISO containers, equipment, and other bulk items.
Other SA Facilities	n/a	<ul style="list-style-type: none"> <li>- Mobile Armory: 8' W x 8' H x 20' L</li> <li>- (*) Mobile Firing Range: 8'6" W x 13'6" H x 53' L</li> <li>- Ready Service Locker (RSL): 8' W x 8' H x 7' L</li> <li>- Guard Booths (2 ea.)</li> <li>- Water tanks (2 ea.)</li> <li>- Water Treatment Facility</li> <li>- General Electric Power System</li> <li>- Security fence/gates</li> <li>- CNIC Guard Shacks (3 ea.)</li> </ul>	

(\*) It is anticipated that the firing range will remain in place after SA facilities are demobilized.

BOSC, Naval Support Facility Redzikowo, Poland

(N62742-16-D-3551, TO N3319118F4417) MOD 02

**Attachment J-0100000-03:****MILCON Facilities – General Description**

<b>Facility Name</b>	<b>Activity</b>	<b>Approx. Size</b>	<b>Anticipated BOD (*)</b>
Supporting Utilities and Infrastructure	MDA	n/a	Apr-2019
Reconstitutable Deckhouse (RDH)	MDA	22,722 SF (total, 4 levels)	Nov-2019
Deckhouse Support Building (DHSB)	MDA	29,100 SF	Nov-2019
3 ea. Launcher Facilities (LF) (including 1 ea. Launcher Facility Support Utility Enclosure #1 (LSUE1))	MDA	n/a	Jan-2020
Mission Critical Power Enclosure (MCPE)	MDA	Various	Apr-2019
Integrated Electronic Security System (IESS)	MDA	n/a	Feb-2020
SM-3 Magazine	MDA	1,200 SF	Jul-2018
General Purpose Warehouse 1 (GPW1)	MDA	2,500 SF	Feb-2019
Entry Control Facility (ECF)	MDA	4,500 SF	Dec-2019
Fuel System and Storage Facilities	MDA	125,000 gal	Dec-2019
Security fencing and lighting	MDA	40,000 LF	Dec-2019
Water Supply Building (WSB)	MDA	3,832 SF - 7.07 l/s	Apr-2019
Potable water storage tank	MDA	30,000 gal	Nov-2018
2 ea. Fire Water Storage tanks	MDA	100,000 gal (ea.)	Nov-2018
Diesel fuel storage for backup generators	MDA	90,000 gal	Apr-2019
Diesel fuel storage tank and fuel truck offload facility	MDA	10,000 gal	Apr-2019
Multipurpose facility (to include Barracks, Dining, Physical Fitness Center, Medical, MWR, Locations Exchange with Outlet and Barber and Administrative spaces)	CNIC/Navy	46,952 SF	Jul-2019
Security Control facility (to include operations Control Center, Armory, and Security/Admin spaces)	CNIC/Navy	7,061 SF	Jul-2019
Fire Station	CNIC/Navy	7,965 SF	Jul-2019
Access Control facility (to include Gate House with pass/decal functions, Vehicle Inspection, Overhead Cover and Guard Tower)	CNIC/Navy	3,574 SF	Jul-2019
PW / BOS Contractor building	CNIC/Navy	9,741 SF	Jul-2019
GP Warehouse #2 / Post Office	CNIC/Navy	10,646 SF	Jul-2019
Recreational Sport Facilities (outdoor)	CNIC/Navy	n/a	Feb-2019

(\*) *Dates are estimated only and are subject to change based on construction schedule of facilities. Refer to spec item 3.7 in Annex 1502000: The Contractor should anticipate starting a phase-in training and commissioning process (e.g. hiring/training personnel) 120 days prior to the BOD of each facility. If any facilities are turned over to the Government in 2018, the phase-in training and commissioning process may be less than 120 days in duration, and shall commence upon contract award and prosecuted during the mobilization period.*

BOSC, Naval Support Facility Redzikowo, Poland  
(N62742-16-D-3551, TO N3319118F4417) MOD 02

**Attachment J-0100000-04:**

**BOS Services Matrix**

ACTIVITY	DESCRIPTION OF SERVICE (Notional – refer to applicable Annexes for details)	EST. DATES	
		From	To
DAY 1: Task Order Start Date (est. 01 Dec 2018) CCD: Contract Completion Date			
Annex 0300000 – Command/Admin Support (Translators/Interpreters)			
MDA	1 ea. translator/interpreter.	DAY 1	SA facilities demob
	2 ea. medical translators	DAY 1	30 Jun 2020
REGION	6 ea. translators/interpreters.	DAY 1	CCD
	2 ea. medical translators	1 Jul 2020	CCD
	Librarian Services	DAY 1	CCD
	TAA/ITAR Process/Documentation	1 Dec 2019	May/Jul 2020
Annex 0401000 – Force Protection (Dispatching Services)			
REGION	Dispatching Services	BOD of SCF	CCD
Annex 0402000 – Fire & Emergency Services			
MDA	Maintenance of Fire Extinguishers placed in the SA facilities.	DAY 1	SA Facilities demob
MDA	Emergency Medical Services during SA period.	DAY 1	SA Facilities demob
REGION	Full Fire & Emergency Services utilizing 1 fire truck and 1 ambulance furnished by the Government. This includes fire protection, fire prevention, and emergency medical services.	Jul-19	CCD
Annex 1001000 – Material Management			
MDA	Requisitions, inventory management, and warehousing services.	DAY 1	CCD
	Container/Trailer Preparation	DAY 1	I&CO completion
NAVSUP	Requisitions/Warehouse/Transportation Services	DAY 1 (scale up)	CCD
	Inventory Management Services	BOD of GPW2	CCD
Annex 1002000 – Supply Services			
MDA	HAZMAT Control and Management Services (I&CO)	DAY 1	I&CO completion
	POL Management Services	DAY 1	CCD
	Provision of Lumber	DAY 1	I&CO completion
NAVSUP	Personal Property Support Services	DAY 1	CCD
	HAZMAT Control and Management Services	BOD of GPW2	CCD



BOSC, Naval Support Facility Redzikowo, Poland  
(N62742-16-D-3551, TO N3319118F4417) MOD 02

**Attachment J-0100000-04:**

**BOS Services Matrix**

LOS SERVICES Matrix			
ACTIVITY	DESCRIPTION OF SERVICE (Notional – refer to applicable Annexes for details)	EST. DATES	
		From	To
	Postal Services	DAY 1	CCD
REGION	POL Management Services	DAY 1	CCD
Annex 1200000 – Morale, Welfare and Recreation Support			
REGION	Recreational Sports Facilities Maintenance	1 Feb 2019	CCD
	Optional - Entertainment and Special Event Support Services	DAY 1	CCD
Annex 1300000 – Galley			
REGION	Full Galley services	19 Feb 2020 (*)	CCD
	(*) This is the estimated starting date for providing Galley services to eligible patrons (opening date). However, the Contractor is cautioned that: - Lead/Manager personnel (est. 4 ea.) shall be on-site NLT 19 Nov 2019. - All galley crew personnel shall be on-site NLT 19 Jan 2020 for training.		
Annex 1402000 – Unaccompanied Housing			
MDA	CHUs	DAY 1	SA Facilities demob
REGION	Full UH services	BOD of MPF	CCD
	Referral Services	1 Oct 2019	CCD
Annex 1502000 – Facility Investment			
MDA	FI services for SA facilities	DAY 1	SA Facilities demob
	FI services for ACS Laydown Area	DAY 1	Jun-2021
	Provision and Maintenance of a Temporary Laundry Fac.	DAY 1	SA Facilities demob
	FLIR	DAY 1	IESS functional
	INSURV Support	1 June 2020	30 June 2020
	Full FI services for PDW MILCON Facilities	BOD of facilities	30 June 2020
REGION	FI services for SA facilities (guard shacks and mobile armory)	DAY 1	SA Facilities demob
	FI services for firing range	DAY 1	CCD
	Full FI Services for MILCON NAVY Facilities	BOD of facility	CCD
CNSL	PM Program for MCSS	Nov-2019	CCD
	Full FI services for PDW MILCON Facilities	1 Jul 2020	CCD
Annex 1503010 – Custodial			
MDA	Custodial services for SA facilities	DAY 1	SA Facilities demob
REGION	Custodial services for 3 ea. Guard shacks (SA)	DAY 1	SA Facilities demob

BOSC, Naval Support Facility Redzikowo, Poland  
(N62742-16-D-3551, TO N3319118F4417) MOD 02

**Attachment J-0100000-04:**

**BOS Services Matrix**

ACTIVITY	DESCRIPTION OF SERVICE (Notional – refer to applicable Annexes for details)	EST. DATES	
		From	To
	Custodial Services for DPW and Navy facilities	BOD of facilities	CCD
<b>Annex 1503020 – Pest Control</b>			
<b>MDA</b>	Pest control services for SA Facilities to include common areas, food areas, warehouses, and paved areas.	DAY 1	SA Facilities demob
<b>REGION</b>	Pest control services for MILCON Facilities to include common areas, food areas, warehouses, paved areas, and other facilities.	JOD/BOD of each facility	CCD
<b>Annex 1503030 – ISWM (Refuse Collection &amp; Disposal)</b>			
<b>MDA</b>	Waste collection at SA Area and CHUs.	DAY 1	SA Facilities demob
	Waste collection at ACS Laydown area (3 dumpsters, 5-8m <sup>3</sup> each).	DAY 1	Jun 2021
<b>REGION</b>	Waste collection at the following pick-up points: - RDH facility - HEMP Radar Support Bldg. - GP Warehouse #2 - Other MILCON facilities (TBD)	JOD/BOD of each facility	CCD
<b>Annex 1503050 – Grounds Maintenance and Landscaping</b>			
<b>MDA</b>	Remove unwanted vegetation from SA fence lines, sidewalks/parking lots, CHUs fence line/compound, and ACS Laydown area.	DAY 1	SA Facilities demob
<b>REGION</b>	Grass mowing/vegetation removal from improved/semi-improved MILCON areas.	Jul 2019	CCD
<b>Annex 1503060 – Pavement Clearance</b>			
<b>MDA</b>	Street sweeping and snow removal from SA roads/parking lots, SA access road, CHUs compound, and ACS Laydown area.	DAY 1	SA Facilities demob
<b>REGION</b>	Street sweeping and snow removal from the following MILCON areas: - CNIC buildings and access roads - AAMDC structures + access routes - AA fence line - SSL-A fence line	JOD/BOD of each facility	CCD
<b>Annex 1602000 – Electrical</b>			
<b>MDA</b>	Maintenance of SA back-up generator, transfer switch, and distribution lines to SA facilities. All electrical equipment are provided by others.	DAY 1	SA Facilities demob
	Maintenance/operation of generators to support I&CO and ACS laydown area. Some generators are Govt-provided, some others are Contractor-provided.	DAY 1	I&CO completion
<b>REGION</b>	Maintenance/operation of various light carts/generators to illuminate CNIC Security area and other operation areas perimeter. .	DAY 1	CCD

BOSC, Naval Support Facility Redzikowo, Poland  
(N62742-16-D-3551, TO N3319118F4417) MOD 02

**Attachment J-0100000-04:**

**BOS Services Matrix**

ACTIVITY	DESCRIPTION OF SERVICE (Notional – refer to applicable Annexes for details)	EST. DATES	
		From	To
	Maintenance/operation of generators during SA phase for guard shacks, mobile armory, and firing range. Some generators are Govt-provided, some others are Contractor-provided. The firing range generator will be operated by the Government when needed.	DAY 1	SA Facilities demob
	Maintenance of back-up generators and the entire electrical distribution system to power the MILCON facilities.	Apr 2019	CCD
Annex 1604000 – Wastewater			
MDA	Maintenance/operation of SA wastewater system connected to existing Polish waste water system.	DAY 1	SA Facilities demob
	Provision of some portable toilets to support I&CO operations.	DAY 1	SA Facilities demob
	Optional - Empty holding tanks (provided by others)	DAY 1	SA Facilities demob
REGION	Maintenance/operation of MILCON wastewater system	Apr 2019	CCD
Annex 1606000 – Water			
MDA	Maintenance/operation of SA water distribution system connected to existing Polish water system, including treatment.	DAY 1	SA Facilities demob
MDA/ REGION	Provision of bottled drinking water or water cooler dispensers to support personnel during SA period.	DAY 1	SA Facilities demob
REGION	Maintenance/operation of MILCON water system, including treatment if water does not meet US standards.	Apr 2019	CCD
Annex 1700000 – BSVE			
MDA	MHE (excluding I&CO):		
	Various	Refer to J-1700000-02	
	MHE/WHE (I&CO Operation Support):		
	Various	Refer to J-1700000-03	
	NTVs:		
	Various	Refer to J-1700000-04	
	Bus Services:		
	Airport Bus Service	Upon request	SA Facilities demob
REGION	MHE:		
	Various	Refer to J-1700000-02	
	NTVs:		
	Various	Refer to J-1700000-04	
	Maintenance of Government-owned NTVs (fire trucks, ambulance, HAZMAT truck, and pick-up truck)	Apr 2019	CCD
	Maintenance of Government-owned NTVs (Security SUVs)	1 Feb 2019	CCD

BOSC, Naval Support Facility Redzikowo, Poland (N62742-16-D-3551, TO N3319118F4417) MOD 02 Attachment J-0100000-04: BOS Services Matrix			
ACTIVITY	DESCRIPTION OF SERVICE (Notional – refer to applicable Annexes for details)	EST. DATES	
		From	To
	Bus Services:		
	Airport Bus Service	Upon request	SA Facilities demob
	Individual Trips	Upon request	CCD
NAVSUP	MHE:		
	Various	Refer to J-1700000-02	
	NTVs:		
	Various	Refer to J-1700000-04	
CNSL	MHE:		
	Various	Refer to J-1700000-02	
	NTVs:		
	Various	Refer to J-1700000-04	
Annex 1800000 – Environmental			
MDA	Management of HAZWASTE during I&CO operations	DAY 1	I&CO Completion
REGION	EV services to support MILCON Facilities (transportation/disposal of HM/HW/ORW).	DAY 1	CCD

BOSC, Naval Support Facility Redzikowo, Poland (N62742-16-D-3551, TO N3319118F4417) Annex 2: Sub-Annex 0200000 – Management and Administration	
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BOSC, Naval Support Facility Redzikowo, Poland (N62742-16-D-3551, TO N3319118F4417)	
<b>Annex 2:</b>	
<b>Sub-Annex 0200000 – Management and Administration</b>	
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2	Management and Administration																					
2.1.	Definitions and Acronyms	Definitions and Acronyms are listed in J-0200000-01.																				
2.2.	General Information																					
2.2.1.	Government Regular Working Hours	The Government's regular working hours are from 0730 to 1600 five days per week, Monday through Friday, including official Polish holidays, except observed Federal holidays. During Site Activation period the Contractor may be required to work during Federal Holidays. Exceptions to the regular hours of operation are detailed in subsequent sections of this PWS.																				
2.2.2.	Observed Federal Holidays	<div>The Government observes the following holidays:</div> <table><tr><td>New Year's Day</td><td>01 January *</td></tr><tr><td>Martin Luther King, Jr.'s Day</td><td>3rd Monday in January</td></tr><tr><td>President's Day</td><td>3rd Monday in February</td></tr><tr><td>Memorial Day</td><td>last Monday in May</td></tr><tr><td>Independence Day</td><td>04 July *</td></tr><tr><td>Labor Day</td><td>1st Monday in September</td></tr><tr><td>Columbus Day</td><td>2nd Monday in October</td></tr><tr><td>Veteran's Day</td><td>11 November *</td></tr><tr><td>Thanksgiving Day</td><td>4th Thursday in November</td></tr><tr><td>Christmas Day</td><td>25 December *</td></tr></table> <div>* Holidays falling on Saturday are observed on preceding Friday. Holidays falling on Sunday are observed on following Monday.</div>	New Year's Day	01 January *	Martin Luther King, Jr.'s Day	3rd Monday in January	President's Day	3rd Monday in February	Memorial Day	last Monday in May	Independence Day	04 July *	Labor Day	1st Monday in September	Columbus Day	2nd Monday in October	Veteran's Day	11 November *	Thanksgiving Day	4th Thursday in November	Christmas Day	25 December *
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2.2.3.	Contractor Working Hours	Unless otherwise specified within the various technical annexes and attachments of this PWS, all work under this contract shall be performed during Government regular working hours.																				
2.2.4.	Restriction to Contractor Working Hours	If the Contractor wishes to work outside of the Government's regular working hours for the Contractor’s convenience, the Contractor shall submit a written Request to Work Outside Government’s Regular Working Hours per Section F. Excludes work to be performed during specified hours.																				
2.2.5.	Wage Determinations	Not Used.																				
2.2.6.	Requirements Hierarchy	Requirements or definitions specified in each spec item of this contract apply to subordinate paragraphs. For example, requirements shown in spec item 3.1 would apply to spec items 3.1.1, 3.1.2, 3.1.2.1 and so on.																				
2.2.7.	Conflict Between US Standards and Local Standards	All work under this contract shall be performed in accordance with US standards and local (Polish) standards. In case of conflicts between US standards and local standards, the most stringent standard shall apply.																				
2.3.	General Administrative Requirements																					

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Spec Item	Title	Description
2.3.1.	Required Conferences and Meetings	The Contractor may be required to attend administrative and coordination meetings. The Contractor shall attend meetings, inspections, site investigations and others as often as necessary at the discretion of the KO.
2.3.2.	Training for Maintenance and Operation, and Commissioning, of New and Replacement Systems and Equipment	<p>When construction, renovation, or repair work is performed by means other than this contract, the Contractor shall attend Government provided training, as applicable, for maintenance and operation, and commissioning, of new and replacement systems and equipment.</p> <p>The Contractor is advised that the Construction Contractor will provide one-time familiarization training for each newly built structure and its installed systems approximately 120 days prior to that building being turned over to the Government (annex J-0100000-03). Training is typically conducted in conjunction with the demobilization of the particular sub-contractor responsible at time of the Construction Contractors' choosing. The Contractor shall make video recordings of all new equipment training sessions; the recordings shall be placed into the Technical Library (2.14) and become part of it.</p> <p>The Contractor shall provide new equipment training for any new Contractor/personnel 30 days prior to the end of the contract.</p>
2.3.3.	Partnering	<p>To increase the likelihood of successful performance of this contract, the Government requires cohesive partnerships with its Contractors and subcontractors. Key stakeholders, including the clients who will receive services, principal individuals from NAVFAC, the performance assessment team, and representative(s) of the installation(s) will be invited to participate in the partnering process. Key members of the prime and subcontractors teams, including senior management personnel must participate. The partnership will draw on the strength of each organization in an effort to achieve quality contract services done right the first time, within the contract price, as scheduled, and without any safety mishaps.</p> <p>Partnering should accomplish three goals:</p> <ul style="list-style-type: none"> <li>- The first goal is to develop a cohesive team with common purpose, commitment and established communication processes.</li> <li>- The second goal of partnering is contract specific, identifying risks and opportunities for the team to address.</li> <li>- The third goal is to sustain the Partnership throughout the contract by identifying and addressing issues that affect the Partnership.</li> </ul>
2.3.3.1.	Formal Partnering	The initial session should be scheduled concurrent with the Pre-Performance Conference and held no later than 30 days after award. The initial Partnering Meeting will be at least one day in duration and at a facility as designated by the KO. Follow-on sessions should be scheduled quarterly and may be held via teleconference. The frequency, duration, and locations of follow-on sessions should be agreed to by both parties during the initial Partnering Meeting. The

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Spec Item	Title	Description
		<p>Contractor shall pay all costs associated with the partnering effort including facilitator, meeting room, and other incidental items. Before the partnering session, the Contractor shall coordinate with the facilitator the requirements for incidental items (audio-visual equipment, computer(s), two easels, flipchart paper, colored markers, note paper, pens/pencils, colored flash cards, etc.) and have these items available at the partnering session. The Contractor will provide copies of any documents used for the Partnering Meeting for distribution to all attendees. The facilitator must be acceptable to both the Contractor and the Government. The participants shall pay their own costs for meals, lodging, and transportation associated with partnering.</p> <p>In addition to formal partnering sessions, bi-weekly stakeholder teleconferences will be utilized to further promote partnering.</p>
2.3.3.2.	Contract Partnering Administration	<p>Upon award, the ACO will contact the Contractor, client(s), Region, and Installation(s) stakeholders, and the performance assessment team to discuss implementation of partnering. Commence discussions with the Contractor to select a facilitator and location that are acceptable to both partners. The initial session must be scheduled as soon as possible after award of the contract. A partnership agreement, The Charter, should be in place as early as possible so issues arising, even before work begins, can be resolved using the issues resolution process. Replacement of Core Management Team members (stakeholders who attended the initial session and manage the contract work day-to-day) is discouraged since it will disrupt the synergy that has been developed. If replacement of a team member proves to be unavoidable, a follow-on partnering session must be held to officially turn the responsibilities of the position over to the new member.</p> <p>The Core Management Team consisting of the attendees below must be present during the initial and all follow-on partnering sessions. These are the core mandatory attendees. Other stakeholders may attend if they desire or as recommended by the partners.</p> <p>For more information concerning Partnering read current NAVFACINST 11013.40, which can be viewed in the Government's Contracts Office.</p>
2.3.3.3.	Contract Partnering Session Attendees	<p>The Contractor shall bring the necessary personnel to successfully partner on this contract. Asterisk indicates mandatory personnel.</p> <p>President/Vice President  *Contract/Project Manager  *Supervisor/Superintendent  *Quality Manager  Safety Manager</p>
2.3.4.	Permits and Licenses	<p>The Contractor shall obtain all licenses, permits and authorizations pursuant to the "Permits and Responsibilities" FAR Clause 52.236-7.</p>

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<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		The Contractor shall obtain all required permits, licenses, and authorizations to perform work under this contract and comply with all the applicable Federal and local laws and regulations. The Contractor shall submit copies of permits and licenses per Section F. The KO may periodically require the Contractor to update or confirm this information. The KO may make any administrative changes to this contract which are necessary to ensure compliance with applicable laws, regulations, and ordinances.
2.3.4.1.	Dig Permits	The Contractor shall institute and administer a dig permitting system for the base. The Contractor is responsible for investigating, resolving conflicts, and approving of all digs. The Contractor shall serve as the final permitting authority, subject to the oversight, guidance and decision making authority of the KO.
2.3.5.	Insurance	The Contractor shall submit a Certificate of Insurance per Section F as evidence of the existence of the following insurance coverage in amounts not less than the amounts specified below in accordance with the FAR Clause 52.228-05, INSURANCE – WORK ON A GOVERNMENT INSTALLATION. This insurance must be maintained during the performance period.
2.3.5.1.	Certificate of Insurance	<p>The Certificate of Insurance shall provide for at least 30 calendar days written notice to the KO by the insurance company prior to cancellation or material change in policy coverage. Other requirements and information are contained in the aforementioned insurance clause.</p> <p>In addition the policies shall contain a provision worded as follows: “The insurance company waives any right of subrogation against the United States of America which may arise by reason of any payment under the policy.”</p>
2.3.5.2.	Minimum Insurance Amounts	<p>The Contractor shall procure and maintain, during the entire period of performance under this contract, the following minimum insurance coverage:</p> <p style="padding-left: 40px;">Comprehensive General Liability: \$2,000,000 per occurrence</p> <p style="padding-left: 40px;">Automobile Liability: \$500,000 per person, \$1,000,000 per occurrence, \$100,000 per occurrence for property damage</p> <p style="padding-left: 40px;">Workmen's Compensation: As required by local law.</p> <p style="padding-left: 40px;">Other as required by local law.</p>
2.3.6.	Protection of Government Property	During execution of the work, the Contractor shall protect Government property. The Contractor shall return areas damaged as a result of negligence under this contract to their original condition at no cost to the Government. The Contractor shall submit to the KO a full report of damage to Government property and/or equipment by Contractor employees within 24 hours of the occurrence.

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<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.3.7.	Government Information Technology (IT) System	<p>The Government IT system is OneNet. The Government will not provide OneNet computers for Contractor's use. The Contractor shall be responsible for providing an IT solution for their use.</p> <p>The Contractor shall be required to have CAC or ALT Tokens capability for function such as dining (STORES, FSM3) and open purchasing (DoD EMALL, GSA, One Touch). Access and SAAR processing for DoD websites will be coordinated with DoD stakeholders.</p>
2.3.8.	Directives, Instructions, and References	Department of Defense (DoD), Secretary of the Navy (SECNAV), Chief of Naval Operations (OPNAV), and other Directives, Instructions, and References are listed in J-0200000-02. The Contractor shall comply with the most current version of directives, instructions, and references including versions published during the term of the contract.
2.3.9.	Invoicing Procedures	Invoicing procedures are identified J-0200000-03 and Section F.
2.3.10.	Forms	It is the intent of Government that all forms required for accomplishment of work in this PWS be accessed electronically. The Department of Defense Forms Program site at: <a href="http://www.dior.whs.mil">www.dior.whs.mil</a> provides access to an inventory of DoD, Navy, GAO and GSA forms, frequently asked questions, and downloading instructions. It shall be the Contractor's responsibility to duplicate the required forms as necessary for accomplishment of the work. In the event that a form is unavailable electronically, the Contractor shall develop and provide a form sample to the KO for approval.
2.4.	Government-Furnished Property, Materials and Services	In accordance with NAVFAC Clause 5252.245-9300, GOVERNMENT-FURNISHED PROPERTY, MATERIALS AND SERVICES, and the following paragraphs, the Government will furnish or make available to the Contractor certain Government-owned facilities, utilities, materials, equipment and services for use in connection with this contract.
2.4.1.	Government-Furnished Facilities (GFF)	<p>The Government will provide the following spaces for Contractor's use during SA phase.</p> <p>Space (compacted gravel or hardstand area) for up to three (3) Contractor-furnished Administrative Trailers (max. ~10ft x 40ft each) including a connection point for utilities (water, wastewater, and power). The Contractor shall provide all labor and materials required to make utility connections, three direct internet data lines, and three unclassified phone lines for local calls only. (Note: Possible use of the existing runway in the SA Man Camp area will suffice). Within the contractor's trailers, the contractor will provide the government with a lockable (government access only) 10ft<sup>2</sup> communications closet of regular proportions. Exterior fiber will be brought into this room and terminated on a patch panel. Inside copper distribution will be brought into this communications room and terminated on a patch panel. Government will provide the rack that the patch panels will be installed</p>

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Spec Item	Title	Description
		<p>in. The communications room will have two 220V (Shuko type) power outlets and an air conditioner adequate to support equipment cooling.</p> <p>The Contractor will be expected to remove the three trailers and transition to permanent facilities (Navy MILCON) once they become available.</p> <p>Parking for a Fire Engine (if need is determined to support SA). A compacted gravel or hardstand area to support a fire truck that is ~8ft x 36ft, weighing up to 36,000 pounds (lbs).</p> <p>Limited space will be made available on-site to the Contractor for storage of day-to-day supplies and tools only.</p> <p>Trailer space in the SA area will not be available until construction is completed. Temporary space can be made available for placement of the containers; however, contractor will be responsible for any infrastructure requirements such as power, water, waste water removal and communications.</p> <p>There are no additional facilities or space for Contractor-provided facilities identified at this time. The Contractor should plan to satisfy any such requirements by other means. After award, the Contractor may make a request identifying specific size and utility requirements. If the Government can accommodate the request, the contract will be modified to document the terms agreed upon.</p> <p>The Contractor shall assume responsibility and accountability of the above spaces and shall take adequate precautions to prevent fire hazards, safety hazards, odors and vermin. Custodial services for Government furnished facilities shall be provided by the Contractor. The Contractor shall obtain written approval from the KO before making any modifications or alterations to any of these areas. Any modifications to Government Furnished Facilities shall be at Contractor expense. The cost of any repairs caused by negligence or abuse by the Contractor or his employees shall be the responsibility of the Contractor. Exceptions to the list or condition of spaces shall be reported to the KO by the Contractor within 24 hours after space occupancy; failure to do so shall be interpreted to indicate that no exceptions existed at the time of award. At the completion of the contract all spaces shall be returned to the Government in the same condition as received, except for reasonable wear and tear.</p>
2.4.2.	Government-Furnished Utilities	The Government will furnish water and electricity at existing outlets for work to be performed under the contract at no cost to the Contractor.
2.4.2.1.	Availability of Utilities	The Contractor shall provide and maintain, at its expense, the necessary service lines from the existing Government outlets to the work site. Provide and maintain backflow prevention devices on connections to

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Spec Item	Title	Description
		<p>domestic water lines and electrical transformer provisions on connections to electric lines. Meet all local and activity codes and regulations for backflow prevention devices and electrical transformer provisions. Services required by the Contractor, for which there are no available Government outlets, shall be provided by the Contractor. Installation of Contractor-provided devices is subject to inspection and approval by the Government.</p> <p>Utilities Conservation:  In the conduct of all functions included under this contract, the Contractor shall ensure the most effective and efficient operation of all utilities by his employees to conserve energy and financial resources. The Contractor shall also institute plans and procedures whereby all utility consuming systems and equipment therein for which it is responsible shall be operated at optimum efficiency and economy.</p>
2.4.3.	Government-Furnished Materials (GFM)	Refer to individual technical Annexes.
2.4.4.	Government-Furnished Equipment (GFE)	Government-furnished equipment includes Government equipment taken into custody by the Contractor for repair when the unit acquisition cost of the equipment exceeds the simplified acquisition threshold as defined in FAR 2.101. Individual components of Government equipment within larger systems contracted for repair or maintenance on a Government installation are considered units for purpose of this section only.
2.4.5.	Government-Furnished Medical Services	The Contractor shall provide first aid for minor and emergency treatment at worksites. The Contractor should advise prospective employees about their health insurance coverage and its limitations while in Poland.
2.5.	Galley Access	Upon BOD of the MILCON Multi-Purpose Facility, Contractor personnel may eat at the galley, subject to payment of the applicable rates.
2.5.1.	Galley Charges	<p>The Contractor shall pay the DOD food service standard Meal rate for employees eating in the Galley. Meal rates for CY18 are the following (subject to change):</p> <ul style="list-style-type: none"> <li>- Breakfast: \$3.45</li> <li>- Lunch: \$5.60</li> <li>- Dinner: \$4.85</li> <li>- Night Meal: \$4.85</li> </ul> <p>The total monthly meal charge amount will be calculated based upon NAVSUP 1291 Signature Record. Meal rates are updated on the SOMR annually by NAVSUP.</p> <p>The Contractor shall provide a check or EFT payment to the Food Services Officer no later than the fifth calendar day after the end of each</p>

<p style="text-align: center;">BOSC, Naval Support Facility Redzikowo, Poland  (N62742-16-D-3551, TO N3319118F4417) <b>MOD 02</b>  <b>Annex 2:</b>  <b>Sub-Annex 0200000 – Management and Administration</b></p>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		month. The Check/EFT will be issued in US dollars, drawn on a US financial institution and made payable to the Treasurer of the United States.
2.6.	Contractor-Furnished Items	Except for items identified as Government Furnished, the Contractor shall provide all equipment, materials, parts, supplies, components, and facilities to perform the requirements of this contract. The Government may inspect Contractor-furnished items for adequacy and compliance with contract requirements. Inadequate or unsafe items shall be removed and replaced by the Contractor. Materials containing asbestos, lead, and PCB's shall not be brought on site. The Government may at any time require Samples, Safety Data Sheets (SDS) or Manufacturer's Data Cut Sheets of Materials used in this contract.
2.7.	Management	The Contractor shall manage the total work effort associated with the services required herein to meet the performance objectives and standards. Such management includes but is not limited to planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality control. The Contractor shall provide a staff with the necessary management expertise to ensure performance objectives and standards are met.
2.7.1.	Work Reception	The Contractor shall establish a work reception function with the capability to receive, classify, issue, correspond, and respond to any contract request 24 hours a day throughout the year.
2.7.2.	Work Control	The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking and reporting of work in progress. The Contractor shall plan and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards established herein. Verbal scheduling and work status updates shall be provided when requested by the KO. A status update of any item of work must be provided within two hours of the inquiry during regular working hours, and by 0800 the following work day for inquiries after regular working hours.
2.7.3.	Work Schedule	<p>The Contractor shall arrange his work so as not to interfere with the normal occurrence of Government business.</p> <p>In those cases where some interference is unavoidable, the Contractor shall minimize the impact and effects of the interference. The Contractor shall provide advance access of all its work schedules to the Government. The Contractor shall notify the KO of any difficulty in scheduling work due to Government controls</p>
2.7.3.1.	Annual Work Schedule	Within 15 days after contract award/Government's notice of exercising an option, the Contractor shall submit to the KO an annual schedule of planned performance of work. This schedule shall be developed in conjunction with the "Frequency Schedules" given in the Technical



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		<p>Annexes or Attachments, and shall identify the following:</p> <p>(1) Days of the week on which the Contractor will perform services with a frequency ranging from "daily" to "monthly".</p> <p>(2) Month of the year in which the Contractor will perform services with a frequency ranging from "quarterly" to "annually".</p> <p>The first annual work schedule shall be accompanied by a detailed monthly schedule, as defined below, for the first two (2) months of the contract. In case of any circumstance that results in a potential change in the annual schedule, the Contractor shall promptly submit a revised schedule to the KO.</p>
2.7.3.2.	Monthly Work Schedule	<p>The Contractor shall develop a monthly work schedule identifying location, date, and time of performance for all services included in the approved annual work schedule for that month. Recurring services shall be identified by a daily work schedule organized by building/area and indicating the type and location of work to be performed, complete with hour of the day (within 15 minutes) and the estimated time to complete the work. When other than daily services fall on a holiday, alternate dates shall be specified. The schedule shall also identify all work ordered under the indefinite quantity portion of the contract, if any, complete with task order number and title, and scheduled start and completion dates. The schedule shall be submitted to the KO for approval with the invoice being submitted for the work performed in the 2nd preceding month.</p>
2.7.3.3.	Changes by the Government	<p>The Contractor is advised that in some cases such as, but not limited to, special events, the Government reserves the right to unilaterally direct the Contractor to either anticipate or postpone scheduled performance dates. The Government estimates that this may occur not more than six (6) times a year (each change may affect one or several tasks). When possible, the Contractor will be notified of the requested change at least 48 hours in advance.</p>
2.7.4.	Deliverables	<p>Records and reports are specified in Section C and listed as deliverables in Section F. The Contractor shall submit accurate and complete documents within the required timeframes as specified in Section F. The Contractor shall establish a secure website and post all deliverables to the website. Only authorized Government personnel will be allowed to access the website. The Contractor shall notify the Government whenever there are new or updated deliverables posted to the website.</p> <p>Government acceptance of deliverables will not relieve the Contractor of the responsibility for any error or omission which may exist in the deliverable, as the Contractor is responsible for all requirements of this contract.</p>
2.7.5.	Service Interruptions	<p>If any utility or service must be disconnected (even temporarily) due to scheduled contract work, the Contractor shall notify the KO at least five (5) working days in advance. If the discontinued service is due to an emergency breakdown the Contractor shall notify the KO, affected</p>

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		tenants and customers as soon as practicable.
2.7.6.	Government's Computerized Maintenance Management Systems (CMMS)	<p>The Government uses NAVFAC MAXIMO (currently v7.1) for work order and asset management. The Contractor shall provide all required data for NAVFAC MAXIMO as identified below:</p> <p>Required service performance data fields are indicated in J-0200000-04. Further instructional information is also provided in J-0200000-05 and J-0200000-06. Contractor agrees to record and report required performance data in a format compatible with any future Government MAXIMO versions. Data shall be provided as specified below when requested by the KO.</p> <p>The Service Provider and Asset Interfaces are used for multiple processes by the Government and the format may be updated annually. As part of the update the Contractor may be asked to modify the file to add/move columns in their submission. The Contractor also shall provide up to 10 extra data elements or columns with as many as 150 characters per element for the Government to define during contract performance at no additional cost to the Government. The Government will provide the Contractor 60 calendar days' notice of modifications to the Service Provider or Asset Interface file format.</p> <p>The Contractor shall provide data using the method outlined below for providing work order and asset data. The Contractor shall clearly document and notify the Government of how the information will be submitted and notify the Government in writing when they plan to alter the procedures. Notification of a change in methods shall be provided in writing to the Contracting Officer at least 30 calendar days prior to the change.</p> <p>DIRECT ENTRY: The Contractor shall manually enter required work order and asset data directly into NAVFAC MAXIMO. The Contractor shall ensure all information is updated by the end of each workday for all work performed.</p>
2.7.7.	Quality Management System (QMS)	<p>The Contractor shall establish and maintain a complete QMS program in accordance with the provisions specified herein. The Contractor's QMS program shall provide an effective and efficient means of identifying and correcting problems throughout the entire scope of operations. The Contractor's QMS program shall address:</p> <ul style="list-style-type: none"> <li>• Accurate documentation of work processes, procedures, and output measures.</li> <li>• A systematic procedure for assessing compliance with performance objectives and standards.</li> <li>• Accurate documentation of quality inspections conducted throughout the execution of work.</li> <li>• Assessment-driven corrective actions and process adjustments</li> </ul>

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		as appropriate in a timely manner.
2.7.7.1.	Quality Management (QM) Plan	<p>The Contractor shall submit QM Plan per Section F. The QM Plan shall describe the QMS methodology and approaches used under this contract. Within seven calendar days of any change during period of performance, submit to the KO a revised QCP for acceptance. The Contractor's QM Plan shall include, at a minimum, the following:</p> <ul style="list-style-type: none"> <li>• Policy and objectives of Quality Management System (QMS)</li> <li>• Quality organization <ul style="list-style-type: none"> <li>○ List of personnel</li> <li>○ Responsibilities &amp; lines of authority</li> <li>○ Training and qualifications</li> </ul> </li> <li>• Approach to assuring quality of services provided and conformance with performance objectives and standards</li> <li>• Methods and procedures for effective planning, operation and control of processes and performance of work</li> <li>• Procedures for inspection and surveillance of services <ul style="list-style-type: none"> <li>○ Scheduling and performance of inspection and surveillance</li> <li>○ Measurement, data collection and analysis</li> <li>○ Corrective action, preventive action, and continuous improvement</li> <li>○ Oversight of subcontracted work</li> </ul> </li> <li>• Documentation and records management</li> <li>• Communication with Government (customers)</li> </ul>
2.7.7.2.	QC Inspection	<p>The Contractor shall establish and maintain an inspection system in accordance with the FAR Clause 52.246-5, INSPECTION OF SERVICES – COST REIMBURSEMENT, to ensure that the work performed conforms to the contract requirements. The Contractor shall maintain a file of all scheduled and performed QC inspections, inspection results, and dates and details of corrective and preventive actions. The file shall be the property of the Government and made available during the Government's regular working hours. The QC Inspection File shall be turned over to the KO within five calendar days of completion/termination of the contract.</p>
2.7.7.3.	Quality Inspection and Surveillance Report	<p>The Contractor shall submit a copy of the Contractor Quality Inspection and Surveillance Report per Section F. The Contractor Quality Inspection and Surveillance Report shall include a summary and results of the quality inspection and surveillance events performed and assessment-driven corrective actions and process adjustments during the previous month. The Government may adjust the frequency of the submittal based on the Contractor's quality of performance.</p>
2.7.7.4.	Property Management Plan	<p>The Contractor shall establish and maintain a plan that meets the contract clause requirements of Specification Item 2.4, Government-Furnished Property, Materials and Services, of this Annex. This plan shall identify the Contractor's policies, procedures, and practices in receiving and performing physical inventories, repairing and maintaining, preserving and protecting, and reporting the disposition of</p>

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		accepted government property in its possession. The Property Management Plan shall be submitted per Section F.
2.7.8.	System and Equipment Replacement	The Contractor shall maintain the integrity and performance of existing energy saving, water conservation or other sustainability design features of systems and equipment in the performance of repair and replacement work. Except where otherwise specified, replacement components shall be of the same manufacturer and model number, or same style (if model number is not applicable), or equivalent, as the component being replaced. Substitutes or equivalents for replacement components must be approved by the KO prior to use. The KO will furnish available information for the existing systems and equipment.
2.8.	Personnel Requirements	The Contractor shall comply with the personnel requirements stated below.
2.8.1.	Local Labor	The Contractor shall utilize local labor and suppliers to the extent feasible for the performance of the contract.
2.8.2.	Key Personnel	<p>Within 15 calendar days after award of the contract, for other than qualification requirements required to be submitted with the offer, the Contractor shall submit to the KO a List of Key Personnel and their Qualifications and any additional information requested by the KO to certify their qualifications.</p> <p>Within 15 calendar days after award of the contract, the Contractor shall submit to the KO an Organizational Chart showing lines of authority of the key personnel and on-site supervisor(s) for this contract. The chart shall include names of personnel and their position title in this contract. As a minimum, include the PM, QCM, SSHO, and on-site supervisor(s) and who they will report directly to for this contract. The key personnel shall be revised as applicable for the contract.</p>
2.8.2.1.	Project Manager (PM)	The Contractor shall provide a PM who has relevant experience at a comparable level of responsibility in projects of similar size, scope and complexity. The PM or alternate shall have full authority to act for the Contractor on all contract matters relating to this contract. U.S. Citizenship and Security Clearance are required.
2.8.2.2.	Quality Control Manager (QCM)	The Contractor shall provide a QCM who shall have full authority and responsibility for assuring performance objectives and standards identified in this contract are met. The QCM may be the same person as the project manager. The QCM or alternate shall be available on-site within one hour after the Government's request.
2.8.2.3.	Site Safety and Health Officer (SSHO)	The SSHO must meet the requirements of EM 385-1-1 Section 1 and ensure that the requirements of 29 CFR 1926.16 are met for the project. Provide a Safety oversight team that includes a minimum of one Competent Person at each project site to function as the Site Safety and Health Officer (SSHO). The SSHO or an equally-qualified Designated Representative/alternate shall be on-site at all times when work is being

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		<p>performed to implement and administer the Contractor's safety program and government-accepted Accident Prevention Plan. The SSHO's training, experience, and qualifications shall be as required by EM 385-1-1 paragraph 01.A.17, entitled SITE SAFETY AND HEALTH OFFICER (SSHO), and all associated sub-paragraphs.</p> <p>A Competent Person shall be provided for all of the hazards identified in the Contractor's Safety and Health Program in accordance with the accepted Accident Prevention Plan, and shall be on-site at all times when the work that presents the hazards associated with their professional expertise is being performed. Provide the credentials of the Competent Persons(s) to the Contracting Officer for acceptance in consultation with the Safety Office.</p> <p>The Contractor shall provide a SSHO whose primary duty and responsibility is to prepare and enforce the Contractor's safety program on this contract. The SSHO shall have fulfilled the following pre-requisite training and experiences before being hired as the SSHO under this contract:</p> <p>The SSHO shall have completed five years of satisfactory experience in preparing and enforcing safety programs on contracts of similar size and complexity in the past or three years' experience if he possesses a Certified Safety Professional (CSP) or safety and health degree. The SSHO shall have completed the OSHA 30-hour construction safety class or equivalent and maintain competency through 24 hours of formal safety and health related coursework every four years. The SSHO shall not be the same person as the project manager.</p>
2.8.2.4.	Environmental/Energy Manager	<p>The Contractor shall provide an Environmental/Energy Manager whose primary duty and responsibility is to ensure Contractor operations adhere to the goals and policies of the Environmental Compliance Program, the Installation Energy Plan, and other specified Sustainability requirements affecting this contract. The Environmental/Energy Manager shall develop, implement and monitor environmental strategies, policies and programs that promote sustainable development and examine the contract activities to establish where improvements can be made and ensure compliance with environmental legislation and energy policy.</p> <p>The Environmental/Energy Manager shall have a minimum two years' experience with environmental procedures similar to those of this contract; familiarity with Environmental Compliance Programs; and knowledge of environmental regulations and federal energy laws and policy (including energy and water reduction requirements and renewable energy requirements) that are applicable to operations similar to those of this contract.</p>
2.8.2.5.	On-Site Translators	All translation requirements are addressed in Annex 0300000.

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2.8.2.6.	MCSS Maintenance Personnel	All supervisory, operator, and maintenance positions in the MCSS are considered operationally sensitive. Qualifications, duties and responsibilities are provided in Annex 1502000. Much of the MCSS equipment does not have correlating Navy expertise and all maintenance support for this equipment will be provided by the on-site contract personnel, augmented by contractor arranged distance support and logistics.
2.8.3.	Employee Requirements	The Contractor shall provide experienced, qualified, and capable personnel to perform the work in this contract. Personnel shall be fully knowledgeable of all safety and environmental requirements associated with the work they perform. Competent personnel shall be provided as required. Personnel shall speak, read, and comprehend English to the extent that they can perform the contract requirements and comply with installation emergency procedures. Specific English language requirements are addressed in spec item 2.8.3.7.
2.8.3.1.	Medical Screening	Medical screening is required upon initial hiring and annually thereafter for all local national or third country national employees. Medical screening shall include for tuberculosis utilizing chest radiograph with review by a qualified physician and determination whether potential employee is free of tuberculosis. Documentation of medical evaluation will be maintained by the contractor's and available for review upon request by the Government.
2.8.3.2.	US Citizenship Requirements	Some Contractor's employees shall be US citizens. The Contractor shall furnish satisfactory proof of US citizenship for these employees prior to contract start. All US citizen employees shall obtain all required corporate and personnel Security Clearances as specified in spec item 2.9.6. Following is an anticipated list of US citizenship requirements. <ul style="list-style-type: none"> <li>• Project Manager.</li> <li>• All installation/maintenance personnel for Electronic Security Systems (ESS) and Integrated Electronic Security Systems (IESS) (per SECNAVINST M5510.36 and SECNAVINST 5510.30B).</li> <li>• All MCSS maintenance personnel.</li> <li>• All Fire/Emergency personnel working at the permanent Fire Station. However, medic during Site Activation is not required to be a US Citizen.</li> <li>• All Dispatching Services personnel (refer to Annex 0401000).</li> <li>• Some translators (refer to Annex 0300000).</li> <li>• Escorts for Contractor's personnel working on or within the secure fence.</li> <li>• Galley Manager.</li> <li>• Locksmith personnel.</li> <li>• Librarian (refer to Annex 0300000).</li> </ul>
2.8.3.3.	Employee Appearance	The Contractor shall ensure that all employees present a professional appearance that is appropriate for their position. Contractor's

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		employees shall be readily identifiable. Each worker shall wear a shirt, blouse, or uniform of a like color with the name of the company, or company's logo, stamped or embroidered on the back or the front. The KO reserves the right to determine the acceptability of any clothing worn. All Contractor/subcontractor employees working under this contract shall be identified by a distinctive nameplate, emblem, or patch attached in a prominent place on an outer garment uniform. Employee identification shall not be substituted for station required passes or badges. There shall be a noticeable difference in the Contractor's employees' uniforms from other Government personnel uniforms.
2.8.3.4.	Employee Conduct	Contractor's personnel shall conduct themselves in a courteous and businesslike manner. Eating or smoking shall not be done by Contractor's personnel while performing duties. Smoking is permitted only in those areas designated by the Commanding Officer.
2.8.3.5.	Removal of Employees	The Contractor shall remove from the site any individual whose continued employment is deemed by the KO to be contrary to the public interest or inconsistent with the best interests of National Security.
2.8.3.5.1	Replacement of MCSS Maintenance Personnel	As positions are vacated, the Contractor shall submit, at least 5 days prior to the intended date of hire, a statement of qualifications and current employment status of candidates proposed for filling the vacancies for the Government to approve or disapprove the candidate.
2.8.3.6.	Enterprise-wide Contractor Manpower Reporting Application (eCMRA)	<p>The Contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <a href="https://doncmra.nmci.navy.mil">https://doncmra.nmci.navy.mil</a>.</p> <p>Per Section F, reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <a href="https://doncmra.nmci.navy.mil">https://doncmra.nmci.navy.mil</a>.</p>
2.8.3.7.	English Language Capabilities	<p>In addition to US citizen employees addressed in spec item 2.8.3.2, the following personnel shall speak the English language fluently and be fully capable to explain work operations and receive instructions in the English language. The KO shall have the right to determine, without the appeal of such decision, whether the proposed individual has sufficient technical and lingual capabilities. The Contractor shall immediately replace any English-speaking personnel whose lingual capabilities are not acceptable to the KO.</p> <ul style="list-style-type: none"> <li>• Emergency Medical Service (EMS) personnel during Site Activation</li> <li>• Housing Manager</li> <li>• Non-U.S. Translators</li> <li>• Electrical Distribution Leader/Technical Rep</li> </ul>

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2.9.	Security Requirements	<p>The Contractor shall comply with all Federal, and local security statutes, regulations, and requirements. The Contractor shall become acquainted with and comply with all Government regulations as posted, or as requested by the KO when required to enter a Government site. The Contractor shall ensure that all security/entrance clearances are obtained. In accordance with; Department of the Navy Personnel Security Program, SECNAVINST M-5510.30, JUNE 2006 and; CNO INTERIM PUBLIC TRUST GUIDANCE, SerN09N2/9U22314, JUNE 2009, any contractor position that requires intermittent or routine access to a Department of Defense Information Technology System (DOD IT), i.e. NIPRNET, will require a Common Access Card (CAC) or ALT Token, and have a suitable background investigation prior to being given access to any DOD IT system. Background investigations will consist of at least a National Agency Check with Written Inquires (NACI) or appropriate equivalent suitability outlined in SECNAVINST M-5510.30 and the INTERIM PUBLIC TRUST GUIDANCE.</p> <p>To access the base, all personnel must:</p> <ul style="list-style-type: none"> <li>• Request a blank access form from NAVFAC COR</li> <li>• Complete the form and return it to NAVFAC COR</li> <li>• Allow three weeks (21 calendar days) for CAC card holders and thirty (30) days for all others from date of submission for approval</li> <li>• Personnel requiring recurring access may get badges for one year</li> <li>• As the base matures, it is anticipated that the base access procedures imposed by the Polish and/or the US commanders will change. Changes as they occur will be communicated to the Project Manager for implementation.</li> </ul>
2.9.1.	Employee Listing	The Contractor shall maintain and provide upon request a current Employee List. The list shall include employee's name and relevant duty assigned.
2.9.2.	Vehicles	<p>All Contractor's vehicles shall display a valid license plate that complies with local Vehicle Code. Vehicles shall meet all other requirement of the local Vehicle Code, such as safety standards, and shall carry proof of insurance.</p> <p>In order to minimize traffic/parking congestion, number of Contractor's vehicles allowed to enter the Base will be at discretion of the US Commanding Officer and Base rules and regulations.</p>
2.9.3.	Passes and Badges	All Contractor employees shall obtain the required employee and vehicle passes. The Government will issue badges without charge. Each employee shall wear the Government issued badge over the front of the outer clothing. When an employee leaves the Contractor's service, the employee's Passes and Badges shall be returned within 10 calendar days. If the base pass is missing, lost, or stolen, it must be reported immediately to the base Security. In no case shall base badges be taken out of Poland.



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		Requests to obtain the required employee and vehicle passes (see J-0200000-07 for a form sample) shall be submitted to the Government at least 30 calendar days prior to the date for which base access is required.
2.9.4.	Access to Buildings	The Contractor shall monitor and control access by its personnel into working areas. The Contractor shall comply with security requirements, plus those imposed by the installation Commander at all times. The Contractor shall secure all buildings and facilities entered during non-duty hours and will secure all building and facilities under the Contractor's cognizance at the end of each work day or shift period.
2.9.5.	Access Arrangements	The Contractor shall make all arrangements necessary to obtain access to buildings, facilities and other work areas, and when necessary, arrange for them to be opened and closed by the controlling authority. The Government may issue keys to the Contractor. The Contractor shall use due diligence and be responsible for compromised security systems to include replacement costs that result from its action or inaction.
2.9.5.1.	Access to Restricted Areas	The Contractor shall monitor and control access into restricted areas under their responsibility, allowing only those individuals who have been properly cleared into restricted areas or other controlled access areas. The Contractor shall comply with security requirements, plus those imposed by the base at all times. Personnel with access to special areas will have the appropriate screening and/or security clearance, and personnel requiring routine access to restricted areas will wear special badges authorizing access for those areas. Contractor personnel shall not enter restricted or controlled areas or installation facilities unless specifically authorized in performance of their duties. The Contractor shall secure all buildings and facilities entered during non-duty hours and will secure all building and facilities under the Contractor's cognizance at the end of each work day or shift period.
2.9.5.2.	Escorts in Restricted Areas	When performing maintenance and services for AAMDF facilities, the Contractor shall provide a US Citizen escort(s) within the SSL-A fence line (See Site Map J-0100000-1). Declaration of SSL-A is a phased process beginning with individual structures and finally encompassing the entire area. Escort(s) shall have security clearances as addressed in spec item 2.9.6. Contractor is advised that the Commander may change the escort ratio at any time.
2.9.5.3.	Contingency Plan	The Contractor shall prepare a contingency plan addressing how services will be provided during lockdowns, inclement weather, and similar scenarios where local workers will not have access to the base.
2.9.6.	Security Clearances	Prior to commencement of work, the Contractor shall obtain all required corporate and personnel Security Clearances (SECRET level) for its US citizen employees. Additional security clearances for other Contractor's personnel may be required upon request by the KO.

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		<p>The Contractor shall furnish the information required on the Security Classification Specification, Form DD254, and any information required by Security Management to process this clearance. The Contractor shall complete and provide all necessary personnel security forms to Security Management prior to being employed and provide other information as required by the Defense Security Service Operations Center-Columbus (DSS OCC) and Office of Personnel Management Investigations, for the purpose of initiating personnel clearance requests.</p> <p>The Contractor shall ensure that a list of all personnel with Security Clearances is maintained current, including clearances that are pending.</p>
2.9.6.1.	Local Employees and Subcontractors Clearances	All local employees and subcontractors shall be vetted through the Polish Government.
2.9.7.	Access to Sensitive Unclassified Information	<p>The Contractor personnel whose work involves access to sensitive unclassified information shall undergo a National Agency Check Investigation (NACI) to verify their suitability. If the Contractor personnel currently have a favorably adjudicated NACI the Contractor shall notify the Government Command Security Manager who will validate this in the Joint Personnel Adjudication System (JPAS).</p> <p>The Contractor shall request from the Government for access to the E-QIP Direct program for the Contractor employees to complete SF85P on line for an NACI. The Security Manager will determine suitability. Upon a favorable NACI, the Contractor personnel shall provide the completed Personnel Security Investigation (PSI) to the Security Manager along with the original signed release statements and applicant fingerprint card (FD87). The Contractor shall be responsible for providing the fingerprint card. The request shall be renewed annually or for the duration of the contract if less than one year.</p>
2.9.7.1.	International Traffic in Arms Regulations (ITAR)	Certain documents provided to the contractor by the government will fall under the provisions of the International Traffic in Arms Regulations (ITAR). Host Nation personnel whose duties may cause them to come in contact with these documents shall be ITAR cleared (e.g. document custodian, selected maintenance personnel). The Contractor shall apply for TAA (Technical Assistance Agreements Part 120.22 of the ITAR) if required. Failure to approve, delays in processing or denial of a TAA by the government shall not absolve the contractor of any requirement contained herein.
2.9.7.2.	Classified Material	There is no intent to provide classified documents to the contractor. However, the IESS has not been installed, and until that installation is completed, there is a potential that a SECRET document (As-Built Drawing) may be generated and turned over to the contractor. The government will provide 90 days' notice of intent prior to turning over any classified documents, at that time the contractor shall purchase a

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		two drawer GSA approved container for the storage of the documents. Classified documents shall be stored IAW all appropriate regulations.
2.10.	Contractor Safety Program	<p>The Contractor shall develop and implement a Safety Program detailing how the Contractor plans, staffs, performs, and controls all safety practices while delivering best value services to the Government without any accidents or mishaps. The Contractor's safety program shall comply with all applicable local safety standards and US standards including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM-385-1-1</li> <li>• Occupational Safety and Health Standards for General Industry 29 CFR 1910</li> <li>• Occupational Safety and Health Standards for the Construction Industry 29 CFR 1926</li> </ul> <p>In case of conflict between local and US standards, the most stringent of the standard shall apply.</p>
2.10.1.	Accident Prevention Plan (APP)	<p>To ensure that the Contractor has a well-organized and thorough Safety Program, the Contractor shall prepare an Accident Prevention Plan (APP). The APP shall be prepared by the Contractor's SSHO and shall be followed by all Contractor employees, subcontractors, and vendors at each service site. The APP shall follow the format and cover all topics as delineated in Appendix A of EM-385-1-1. The APP shall incorporate Activity Hazard Analyses (AHAs) and Situation Specific Safety Plans that are relevant to the site specific hazards and controls for each activity and type of work that may be encountered in the performance of this contract.</p> <p>The Contractor shall submit an APP to the KO within 15 days following award for acceptance. The Contractor shall review, update, and submit the revised APP to the KO annually and within 7 calendar days whenever a change in work conditions, hazards, or activities occur.</p>
2.10.2.	Activity Hazard Analysis (AHA)	<p>The Contractor shall prepare Activity Hazard Analyses (AHAs) for all common recurring work activities performed under this contract. AHAs shall be submitted with the APP and shall be updated as work activities or conditions change and additional AHAs prepared as new work activities are required.</p> <ul style="list-style-type: none"> <li>• For contract modifications where changes are germane to the original contract, the Contractor shall revise applicable AHAs and submit to the KO within 15 calendar days after modification is signed.</li> </ul> <p>AHAs shall follow format of Figure 1-1 of EM-385-1-1 and shall explain the following as detailed in the EM-385-1-1:</p> <ul style="list-style-type: none"> <li>• The steps of the service process;</li> </ul>

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		<ul style="list-style-type: none"> <li>Identify potential hazards that exist as a result of the Contractor's service process within the environment;</li> <li>Measures or plans of actions to safely remove potential hazards away from people in and around the service process and environment;</li> <li>Specific materials and equipment necessary to safely remove potential hazards away from people in and around the service process and environment;</li> <li>Inspection requirements to assure service activity is safe; and</li> <li>Training of service personnel to be aware of potential hazards and measures or plans of actions to be used to remove hazards from service environment.</li> </ul> <p>During performance of services, the SSHO shall periodically review the AHA at each service site and for each sub-annex to assess the effectiveness of the Contractor's overall APP. If changes to the AHAs are required, such changes shall be submitted to the KO for review and acceptance.</p>
2.10.3.	Safety and Occupational Health (SOH) Risks and Compliance Plans	<p>Based on a risk assessment of recurring and non-recurring work requirements and on mandatory OSHA compliance programs, the Contractor shall develop, provide and implement all applicable compliance plans, as necessary for the situation or types of work to be performed under this contract. Compliance plans, programs, and procedures along with their respective references are detailed in Appendix A, paragraph 3.i of EM 385-1-1.</p> <p>These plans shall be submitted with the APP and shall be updated as situations change. Additional compliance plans, programs, and procedures shall be developed as applicable when new types of work are required under this contract.</p> <p>Additional requirements for specific compliance plans are provided below.</p>
2.10.3.1.	Alcohol and Drug Abuse Prevention Plan	The Contractor shall develop an alcohol and drug abuse prevention plan to explain how it will satisfy the drug-free work force requirement as stated in DFARS Clause 252.223-7004 and include elements addressed in paragraph 01.C.02 of EM 385-1-1.
2.10.3.2.	Chemical Hazard Communication Program	The Contractor shall develop a project-specific chemical hazard communication program to include elements addressed in paragraph 06.B.01 of EM 385-1-1 and applicable OSHA requirements in 29 Code of Federal Regulations (CFR) 1910.120 and 29 CFR 1926.59.
2.10.3.3.	Confined Space Access Plan	The Contractor shall develop an activity/site-specific confined space program to include elements addressed in paragraph 34.A of EM 385-1-1 and comply with relevant requirements in 29 CFR 1910, 29 CFR 1915, and 29 CFR 1926, OSHA Directive CPL 2.100 and any other Federal, state and local regulatory standards.

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2.10.3.4.	Critical Lift Plan	<p>The Contractor shall develop a critical lift plan to explain how it will conduct lifts for any of the following conditions:</p> <ol style="list-style-type: none"> <li>1) Lifts over 75 percent of the capacity of the crane or hoist (or lifts over 50 percent of the capacity of a barge mounted mobile crane's hoists) at any radius of lift;</li> <li>2) Lifts involving more than one crane , hoist, or LHE</li> <li>3) Lifts of personnel;</li> <li>4) Lifts involving non-routine rigging or operation, sensitive equipment, or unusual safety risks</li> <li>5) Lifts involving hazardous materials (e.g., explosives, highly volatile substances);</li> <li>6) Lifts where the center of gravity could change;</li> <li>7) Lifts without the use of outriggers using rubber tire load charts;</li> <li>8) Lifts using more than one hoist on the same crane, hoist, or LHE;</li> <li>9) Lifts involving Multiple Lift Rigging (MLR) Assemblies or other non-routine or technically difficult rigging arrangements;</li> <li>10) Lifts involving submerged loads. Exception: lifts that were engineered to travel in guided slots throughout the lift and have fixed rigging and/or lifting beams, i.e., intake gates, tailgates/logs);</li> <li>11) Lifts out of the operator's view. (Exception: if hand signals used by a signal person in view of the operator or radio communications are available and in use, load does not exceed two tons AND is determined a routine lift by the lift super.)</li> </ol> <p>The critical lift plan shall include elements addressed in paragraph 16.H of EM 385-1-1, paragraph 1.7.2 of NAVFAC P-307, and comply with requirements in ASME B30.22, ASME B30.3; ASME B30.5, and ASME B30.8.</p> <p>The Contractor shall complete and maintain a copy of the “Crane Operating Checklist For Critical Lifts” on the form that will be provided by the Government.</p>
2.10.3.5.	Fall Prevention and Protection Plan	<p>The Contractor shall develop a site specific fall prevention and protection plan to protect and prevent its service workers from falling from heights of 1.8m (6 feet) or more. This plan shall include elements addressed in paragraph 21.D of EM 385-1-1 and ANSI A10.32, ANSI Z359.1, and ANSI/ASSE A10.34. The fall prevention and protection plan shall include a Rescue and Evacuation Plan in accordance with EM 385-1-1, Section 21.N. A competent person for fall protection shall prepare and sign the plan.</p>
2.10.4	Crane Operations	<p>All operations of Cranes, Multi-Purpose Machines and Material Handling Equipment shall comply with EM 385-1-1, NAVFAC P-307, 29 CFR Part 1910, and 29 CFR Part 1926.</p> <p>The Contractor shall comply with paragraph 1.7.2 of NAVFAC P-307 and notify the Contracting Officer at least 24 hours prior to bringing any crane (including delivery vehicles with crane boom attachments), multi-</p>

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		<p>purpose machines, material handling equipment, or construction equipment that may be used in a crane-like application to lift suspended loads on board a Navy Installation. Written documentation of the last weight test of the crane and all related weight handling equipment (e.g. attachments, rigging gear, etc.) shall be maintained on site.</p> <p>A joint verification with the Government representative must be performed to ensure that a legible and indelible completed copy of Appendix P, Figure P-1 of NAVFAC P-307 is maintained on the crane, multi-purpose machine, and material handling equipment or construction equipment used in a crane-like application to lift suspended loads. The following certification and testing documentation shall be on site prior to entry and use on any Navy Installation:</p> <ol style="list-style-type: none"> <li>1) Crane, multi-purpose machine, material handling equipment or construction equipment used in a crane-like application to lift suspended load certification</li> <li>2) Load testing</li> <li>3) Yearly, monthly and daily inspection logs</li> <li>4) Rope/sling certifications</li> <li>5) Operator certifications/designations</li> <li>6) Designation of person performing log inspections</li> <li>7) Cranes that are permanently located on a Navy Installation shall have a quarterly joint verification.</li> <li>8) Contractor is cautioned that for long term leases (over 4 months) and for BOS contractor owned cranes, the maintenance and inspection requirements of NAVFAC P-307 section 2, and Appendix E, hook NDT requirements apply.</li> </ol>
2.10.4.1	Crane Inspections	<p>The Contractor shall ensure all inspections are performed in accordance with EM 385-1-1, NAVFAC P-307, 29 CFR Part 1910, and 29 CFR Part 1926 (daily, monthly, quarterly, yearly), and retain the current documentation of inspections. Documents shall be kept on site. Daily pre-use inspections and testing shall be performed on all load hoisting and lowering mechanisms, boom hoisting and lowering mechanisms, swinging mechanisms, travel mechanisms (if to be used that day), and safety devices. Cranes that have to be re-rated shall be in accordance with SAE Recommended Practices, Crane Load Stability Test Code J765 and documentation maintained on site. The Contractor shall have an operational anti-two block device or a two-block damage prevention feature for all points of two blocking and a boom hoist disconnect, shutoff, or hydraulic relief to automatically stop the boom hoist when the boom reaches a predetermined high angle.</p>
2.10.4.2	Rigging Gear	<p>The Contractor shall ensure rigging gear and below the hook lifting devices and personnel comply with the following requirements:</p> <ol style="list-style-type: none"> <li>1) Personnel performing rigging shall have an understanding of all signs, notices, and operating instructions, and be familiar with the applicable hand signals prescribed by the ASME B30 standard for the type of crane in use.</li> </ol>

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		<p>2) Personnel performing rigging shall be familiar with the rigging requirements in EM 385-1-1, NAVFAC P-307, 29 CFR Part 1910, and 29 CFR Part 1926.</p> <p>3) The Contractor shall inspect rigging gear in accordance with EM 385-1-1, NAVFAC P-307, 29 CFR Part 1910, and 29 CFR Part 1926 and paragraph 1.7.2 of NAVFAC P-307. Certification records shall be made available for review upon request.</p>
2.10.4.3	Crane Operators	Crane operators shall meet the personnel qualifications requirements in paragraph 16.B of EM 385-1-1 and paragraph 1.7.2 of NAVFAC P-307. For mobile cranes with Original Equipment Manufacturer (OEM) rated capacities of 2,000 pounds or greater, designate crane operators as qualified by a source that qualifies crane operators (i.e., union, a government agency, or an organization that tests and qualifies crane operators).
2.11.	Accident and Damage Reporting	<p>The Contractor shall notify the Contracting Officer as soon as practical, but no more than four hours after any accident meeting the definition of Recordable Injuries or Illnesses or High Visibility Accidents, property damage equal to or greater than \$2,000, or any Weight Handling Equipment (WHE) accident. Notification shall also be provided for any mishap occurring in any of the following high hazard areas: electrical (to include Arc Flash, electrical shock, etc.); uncontrolled release of hazardous energy (includes electrical and non-electrical); weight or load handling equipment (LHE) or rigging; fall-from-height (any level other than same surface); and underwater diving. These mishaps shall be investigated in depth to identify all causes and to recommend hazard control measures.</p> <p>Within notification include Contractor name; contract title; type of contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if any; extent of injury, if known, and brief description of accident (to include type of equipment used, PPE used, etc.). Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted.</p> <p>The Contractor shall conduct an accident investigation for recordable injuries and illnesses, for accidents requiring Medical Treatment, property damage accidents resulting in at least \$20,000 in damages, and near misses as defined in EM 385-1-1, to establish the root cause(s) of the accident. The Contractor shall complete the applicable NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS) per Section F.</p> <p>For any weight handling equipment accident (including rigging gear accidents) the Contractor shall conduct an accident investigation to</p>

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		<p>establish the root cause(s) of the accident and comply with additional requirements and procedures for accidents in accordance with NAVFAC P-307, Section 12. The Contractor shall submit a WHE Accident Report (Crane and Rigging Gear) per Section F. No crane operations are allowed to proceed until cause is determined and corrective actions have been implemented to the satisfaction of the Contracting Officer.</p> <p>For a near miss, the Contractor shall complete the applicable documentation in NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS) per Section F.</p> <p>For a near miss involving crane or rigging operations, the Contractor shall report verbally to the Contracting Officer as soon as management becomes aware but not later than 4 hours of such event and comply with additional requirements and procedures for near-misses in accordance with NAVFAC P-307, Section 12. A near miss occurs when an accident was avoided by mere chance or when intervention prevented an ongoing sequence of events that would have resulted in an accident (e.g. unplanned encroachment, improper crane set-up, improperly rigged load, etc.). The Contractor shall submit a Crane and Rigging Gear Near Miss Report per Section F.</p>
2.11.1	Accident Reporting Notification	<p>The Contractor shall report all accidents, mishaps, and near misses to the KO in a timely manner as described below:</p> <ul style="list-style-type: none"> <li>• An Initial Accident Reporting Notification Report shall be developed by the Contractor and provided to the KO immediately after that an accident, or near miss, has occurred. The Contractor may not have all the facts and information regarding the actual incident or near miss at the time of the initial report. However, it is the Government's desire to receive notification of all mishap situations as early as possible.</li> <li>• The Contractor shall develop a Follow-on Accident Reporting Notification Report and shall provide a copy to the KO by close of business the day of the accident, or if the accident occurs after hours, at start of business the following morning. Follow-on reports shall be required daily until the Contractor can send a final, conclusive report of the nature, cause, and outcome of the accident.</li> <li>• The Contractor shall provide a Final Accident Reporting Notification Report of the accident to the KO within 24 hours after completing the investigation of the accident.</li> </ul>
2.11.2.	Fire Protection	<p>The Contractor shall know where fire alarms are located and how to activate them. The Contractor shall handle and store all combustible supplies, materials, waste and trash in a manner that prevents fire or hazards to persons, facilities, and materials.</p>



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2.11.3.	Monthly On-Site Labor Report	The Contractor shall provide an On-Site Labor Report per Section F. This report is a compilation of employee-hours worked each month for all site workers, both prime and subcontractor.
2.11.4.	OSHA Citations and Violations	The Contractor shall correct violations and citations promptly and provide a copy of each OSHA citation and OSHA report with written OSHA Citations and Violations Corrective Action Report per Section F.
2.11.5.	Safety Inspections and Monitoring	<p>The Contractor shall be responsible for regularly inspecting its work areas, job sites, and work crews to ensure that all Contractor operations are being conducted safely. These inspections shall ensure:</p> <ul style="list-style-type: none"> <li>• The site is safe and free of job-site hazards</li> <li>• Proper PPE is being utilized and worn.</li> <li>• Safe work practices and processes are being followed.</li> <li>• Workers are familiar with the hazards covered in the respective AHA for that work activity.</li> <li>• All equipment and tools are in good condition and being used safely.</li> </ul> <p>The Government reserves the right to inspect and monitor Contractor operations for safety compliance. In general, the Government approach will be to conduct Performance Assessment on the quality and effectiveness of the Contractor's safety program. The Government reserves the right to stop any work activity that it deems to be unsafe. Contractor personnel shall work in a safe manner and comply with all applicable safety regulations. The Contractor shall be subject to safety inspections of its work sites by the Government. Contractor safety records shall be available to the KO upon request.</p> <p>Whenever the KO becomes aware of any safety noncompliance or any condition which poses a serious or imminent danger or hazard to the health or safety of the public or Government Personnel, the KO will notify the Contractor orally, with written confirmation, and request immediate corrective action. This notice, when delivered to the Contractor's representative or SSHO, shall be deemed sufficient notice of noncompliance and that corrective action is required. After receiving this notice, the Contractor shall immediately take corrective action. If the Contractor fails, delays, or refuses to promptly take corrective action, the KO may issue a stop work order for all or part of the services or work until satisfactory corrective action has been taken. Whenever such a stop work order has been issued, the Contractor shall waive all equitable adjustments to the contract related to the stop work ordered issued. The Contractor shall include this requirement in all of its subcontracts and vendor contracts in support of contract safety.</p>
2.11.6.	Safety Certification	The Contractor shall submit copies of all local safety related Safety Certifications for work performed under this contract per Section F. These certifications shall be kept up to date by the Contractor. The Contractor shall submit new versions of certifications to the KO as the

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		old certifications expire. No work, that requires a certification, shall start without a valid and approved certification.
2.11.7.	Safety Apparel on Jobsites	The Contractor personnel shall wear appropriate high-visibility safety apparel (garment, vest, or harness of retro-reflective and fluorescent material) meeting local safety norms and regulations requirements. Appropriate garment shall be based on the worker hazards and tasks, complexity of the work environment or background, and vehicular traffic and speed.
2.12.	Environmental Management and Sustainability	<p>The Contractor shall perform work under this contract consistent with the DoD OEBGD; DoD and Navy policies, instructions and guidance; and relevant host nation laws and regulations.</p> <p>Goals:</p> <ul style="list-style-type: none"> <li>• Reduce purchase and use of toxic and hazardous materials;</li> <li>• Expand purchase of green products and services; increase recycling;</li> <li>• Reduce energy and water use;</li> <li>• Increase use of alternative fuels and renewable energy;</li> <li>• Integrate green building concepts in major renovations and new construction;</li> <li>• Prevent pollution at the source; and</li> <li>• Continual improvement.</li> </ul> <p>Policy:</p> <ul style="list-style-type: none"> <li>• Protect public health and the environment by being an environmentally responsible member of the community;</li> <li>• Preserve our natural, historic and cultural resources;</li> <li>• Conserve natural resources by reducing what we discard, reusing items, and recycling materials, which includes purchasing products made from recycled materials;</li> <li>• Integrate sound environmental practices into all our operations and business decisions; Integrate environmental protection requirements and pollution prevention initiatives into the early planning, design and procurement of facilities, equipment and material, as well as the planning and implementation of military training activities;</li> <li>• Prevent or minimize pollution at its source as we seek out ways to eliminate or further minimize use of hazardous materials and generation of hazardous waste;</li> <li>• Maintain a sound partnership with regulatory agencies to sustain our compliance with existing and new environmental laws and regulations;</li> <li>• Enhance our program as we develop and implement an Environmental Compliance Program; and</li> <li>• Adhere to this policy, remind one another to do so, and ensure that our entire community knows this is our policy by our actions as well as our words.</li> </ul>

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		<p>The Contractor shall maintain monitoring and measurement information to address the above goals and policy and provide the Goals and Policy Measurement Information to the KO when requested. In the event an environmental noncompliance associated with the contracted services, tasks, or actions occurs, the Contractor shall take corrective and/or preventative actions, assume legal and financial liability for the noncompliance and take corrective action immediately to remedy the noncompliance. The Contractor shall ensure that its employees are aware of their environmental roles and responsibilities and how these roles and responsibilities affect work performed under the contract.</p>
2.12.1.	Energy Management Program	<p>The Contractor shall comply with the installation's energy management program. The Contractor PM, or designee, shall represent the Contractor's interest at all meetings of the activity's Energy Management Board.</p> <p>The Contractor shall attend periodic meetings with the Installation Energy Manager, where energy and water efficiency goals and project status will be discussed to ensure that any Contractor work complements and optimizes efficiency efforts.</p>
2.12.1.1.	Water Conservation Plan	<p>The Contractor shall develop, submit and implement a Water Conservation Plan per Section F.</p>
2.12.1.2.	Energy Efficient Products	<p>The Contractor shall use life-cycle cost analysis in making decisions about investments in products, services, construction and other projects to lower Federal Government's costs and reduce energy consumption. The Contractor shall elect lifecycle cost effective Energy Star and other energy-efficient products when acquiring energy-using products. For product groups where Energy Star labels are not yet available, select products that are in upper 25 percent of energy efficiency as designated by the Federal Energy Management Program. Use of high energy consuming tools or equipment is subject to approval by the KO prior to use.</p>
2.12.2.	Environmental Protection	<p>The Contractor shall comply with the DoD OEBGD; DoD and Navy policies, instructions and guidance; and relevant host nation laws and regulations. All environmental protection matters shall be coordinated with the KO. Inspection of any of the facilities operated by the Contractor may be accomplished by the Installation Environmental Program Director, or authorized officials on a no-notice basis during Government regular working hours. The Contractor shall comply with the instructions of the cognizant Navy Medical Department with respect to avoidance of conditions which create a nuisance or which may be hazardous to the health of military or civilian personnel. The Contractor is responsible for ensuring that its employees receive applicable environmental and occupational health and safety training, and are kept up to date on regulatory required specific training for the type of work to be conducted onsite. All on-site Contractor personnel, and their subcontractor personnel, performing tasks that have the</p>

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		potential to cause a significant environmental impact shall be competent on the basis of appropriate education, training or experience.
2.12.2.1.	ODS Requirements for Refrigerant Recycling	<p>Technicians must be certified through an EPA approved program or host nation equivalent. Copies of the certifications shall be maintained at the employee's place of business and/or carried as a wallet card by the technician.</p> <p>Records are maintained for all refrigerant removal operations performed prior to small appliance or motor vehicle air condition appliance disposal. The recovery date, technician's name and a statement that all refrigerant that had not previously leaked was removed in accordance with 40 CFR 82 shall be included in the disposal records.</p> <p>Records kept for all refrigerant recovery operations/services performed on equipment that normally contains 50 pounds or more refrigerant will include the service date, service description, amount of refrigerant purchased, and amount of refrigerant added.</p> <p>Refrigerant leaks on equipment, which normally contain 50 pounds or more refrigerant, are repaired within 30 days of leak discovery.</p> <p>Leak repairs for equipment normally containing 50 pounds or more refrigerant are documented, including the date of leak discovery and date repaired, technician's name, amount of refrigerant vented, and amount purchased and added. Satisfactory leak repair verification tests are documented within 30 days of repair.</p> <p>Records detailing accidental venting of ODS are maintained; these records shall include as a minimum the date, type, location, amount vented, and reason for venting.</p> <p>Records detailing the type and amount of refrigerant purchases shall be kept.</p> <p>Only excess Class I ODS is to be returned to DLA and not private contractors (R-11, 12, 113, 114, 500, 502). All reclaimed class I refrigerant shall be stored in approved containers, made for the intended purpose and transported by the Contractor to the Defense Logistic Agency (DLA) Europe and Africa.  <a href="http://www.dla mil/Pages/europe africa.aspx">http://www.dla mil/Pages/europe africa.aspx</a></p> <p>Once the Contractor has delivered the refrigerant to DLA, the Contractor shall provide a Class I ODS Report per Section F.</p> <p>Contractor ODS records shall be available to the KO upon request.</p>
2.12.2.2.	Waste Management	Spec items 2.12.2.2.1 through 2.12.2.2.4 below apply to waste/spills generated by the Contractor during its performance under this contract,

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		<p>and as such they shall be managed by the Contractor.</p> <p>Requirements for managing Government-generated waste/spills are addressed in the technical annexes of this PWS.</p>
2.12.2.2.1	Non-Hazardous Waste Disposal	<p>The Contractor shall dispose of debris and rubbish resulting from its work under this contract after determined to be non-usable and non-recyclable, off-installation.</p> <p>All regulated, non-hazardous waste shall be disposed of in accordance with the DoD OEBGD; DoD and Navy policies, instructions and guidance; and relevant host nation laws and regulations.</p>
2.12.2.2.2	Hazardous Waste Management and Disposal	<p>The Contractor shall dispose of all hazardous waste in accordance with the DoD OEBGD; DoD and Navy policies, instructions and guidance; and relevant host nation laws and regulations. No on-installation disposal of hazardous waste is allowed.</p>
2.12.2.2.3	Spill Prevention, Containment, and Removal	<p>The Contractor shall prevent, contain, remove, and report all spills on Government property, caused by the Contractor, in a manner that complies with the DoD OEBGD; DoD and Navy policies, instructions and guidance; and relevant host nation laws and regulations</p>
2.12.2.2.4	Hazardous Material Management	<p>The Contractor shall support the Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP).</p> <p>The Contractor shall submit an Emergency Planning and Community Right to Know Act (EPCRA) Report and Contractor Hazardous Material Inventory Log per Section F.</p> <p>The Contractor shall receive approval from the KO prior to bringing hazardous material on Government Property or prior to any other use in conjunction with this contract. For approval to use any hazardous material, allow a minimum of 10 working days for processing the request. The Contractor shall post Safety Data Sheets (SDS) at the worksite where the products are being used. Should the Government determine that a chemical the Contractor will use needs to be tracked, the Government may direct the Contractor to submit additional information in order to fulfill reporting requirements.</p> <p>The Contractor shall ensure that procedures are in place to deal with hazardous materials, pursuant to the FAR Clause 52.223-3, HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA.</p> <p>Notwithstanding any other hazardous material used in this contract, radioactive materials or instruments capable of producing ionizing/non-ionizing radiation (with the exception of radioactive material and devices used in accordance with EM 385-1-1 such as nuclear density meters for compaction testing and laboratory equipment with</p>

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		radioactive sources) as well as materials which contain asbestos, mercury or polychlorinated biphenyls, di-isocyanates, lead-based paint are prohibited. The Contracting Officer, upon written request by the Contractor, may consider exceptions to the use of any of the above excluded materials. Low mercury lamps used within fluorescent lighting fixtures are allowed as an exception without further Contracting Officer approval. Notify the Radiation Safety Officer (RSO) prior to excepted items of radioactive material and devices being brought on base.
2.12.2.3.	Noise Control	The Contractor shall comply with all applicable Federal and local laws, ordinances, and regulations relative to noise control.
2.12.2.4.	Salvage	All material and equipment removed or disconnected that is sound and of value shall remain the property of the Government. The Contractor shall deliver this material and equipment at the Contractor's expense to a location designated by the KO.
2.12.2.5.	Asbestos Containing Material (ACM)	No ACM is anticipated to be found during the performance of this contract. However, if ACM is encountered or suspected in the performance of work, the Contractor shall avoid removing, sanding, abrading, or disturbing the material. The Contractor shall verbally notify the KO within one hour and follow-up with written ACM Notification within 24 hours.
2.12.3.	Sustainable Procurement and Practices	<p>The Contractor shall develop, submit, and implement a Sustainable Procurement and Practices Plan per Section F. This plan shall identify how the Contractor will comply with all applicable Federal, state and local laws and regulation, including E.O. 13423, E.O. 13514, Installation Energy Management Program and Water Conservation Programs and energy reduction requirements. The plan shall specifically address the following components:</p> <ul style="list-style-type: none"> <li>• Recycled Contents Products</li> <li>• Energy/Water efficiency</li> <li>• Energy Efficient Tools and Equipment</li> <li>• Alternate Fuels and Alternate Fuel Vehicles</li> <li>• Biobased Products</li> <li>• Non-Ozone Depleting Products</li> <li>• Environmental Preferred Products and Services</li> <li>• Low/Non-Toxic and Hazardous Materials</li> </ul> <p>The Contractor shall submit an annual Sustainable Delivery of Services Report per Section F.</p>
2.12.3.1.	Environmentally Preferable Products	The Contractor shall procure and use products that are energy-efficient (Energy Star or Federal Energy Management Program (FEMP)-designated), water efficient, bio-based, environmentally preferable (e.g., Electronic Product Environmental Assessment Tool (EPEAT)-registered), non-ozone depleting, contain recycled content, or are non-

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Spec Item	Title	Description
		toxic or less toxic alternatives, where such products and services meet performance requirements.
2.12.3.2.	Use of Recovered Materials	<p>The Government has an affirmative procurement program to promote the purchase of products containing recovered materials. The intent is to reduce the solid waste stream and conserve natural resources by establishing markets for recycled content products and encouraging manufacturers to produce quality products containing recovered materials. Participate in this program by using, for Environmental Protection Agency (EPA) designated items, recovered materials to the maximum extent practicable without jeopardizing the intended end use of the item. The percentage of recovered materials content levels for use in the performance of this contract will be, at a minimum, the amount recommended in the EPA Comprehensive Procurement Guideline (CPG) Product Index website  <a href="http://www.epa.gov/epawaste/conserve/tools/cpg/index.htm">http://www.epa.gov/epawaste/conserve/tools/cpg/index.htm</a>.</p> <p>Use of EPA designated products is not required for products that are either not available within a reasonable period of time, are not available at a reasonable price, are not available from a sufficient number of sources to maintain a satisfactory level of competition, or fail to meet performance standards based on technical verification. EPA designation of products is an on-going process. Listings of EPA designated products containing recovered materials are found in 40 CFR 247. Make recommendation and submit Recovered Material Certification, per Section F, when a product containing recovered materials is equal to or better than the original and could be used for this contract. All changes of products shall be accepted by the KO before it is used.</p>
2.12.3.3	Use of Biobased Products	<p>The Contractor shall make maximum use of biobased products in accordance with the FAR Clause 52.223-2 -- AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS. Information about these products is available at <a href="http://www.usda.gov/biopreferred">http://www.usda.gov/biopreferred</a>.</p>
2.13.	Disaster Preparedness	<p>The Contractor shall comply with the activity's Contingency Instruction. The Contractor shall support the installation contingency response plan as directed by the KO.</p>
2.14.	Technical Library	<p>Existing technical library contents will be furnished by the Government. The Contractor shall continually update to ensure all data is current, complete, accurate and suitable for intended use. Libraries include facility drawings and specifications, submittals, operation &amp; maintenance manuals, warranties, Government publications, record drawings and other appropriate material. The Contractor shall monitor the use of the libraries to ensure materials are returned and data integrity is not compromised. The Contractor shall maintain the libraries until completion or termination of the contract and make the libraries available for inspection by the Government. The technical library</p>

<p style="text-align: center;">BOSC, Naval Support Facility Redzikowo, Poland  (N62742-16-D-3551, TO N3319118F4417) <b>MOD 02</b>  <b>Annex 2:</b>  <b>Sub-Annex 0200000 – Management and Administration</b></p>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		contents are the property of the Government and shall be turned over to the KO upon completion or termination of the contract.
2.15.	Warranty Management	Prior to performing repair or replacement work, the Contractor shall report to the KO all defects in workmanship, material, parts, or improper installation and found by the Contractor to be covered by a warranty. The Contractor is responsible for knowing which equipment and components are covered by warranty and the warranty duration, terms, and conditions. The Contractor shall take reasonable precautions to ensure warranties are not voided by the action of, or the failure to act by, the Contractor. The KO will provide available warranty documents.
2.16.	Work Procedures	
2.16.1.	Exhibit Line Item Numbers (ELINS)	ELINS are provided in J-0200000-08.
2.16.2.	Recurring Work Exhibit Line Item Numbers (ELINS)	Recurring work ELINS are provided in J-0200000-08.
2.16.3.	Non-recurring Work	The Contractor shall perform all non-recurring task work as ordered by the KO per Section G and DoD EMALL requirements in Section H.
2.16.4.	Non-recurring Work Preparation of Proposals	In response to the Government's Request for Proposal (RFP), the Contractor shall submit a non-recurring work proposal to the KO which includes: 1) a complete list of all tasks necessary to perform the required scope of work, 2) the number of direct labor hours to perform each task and 3) the projected quantity and costs of materials and equipment to perform the required scope of work.
2.16.5.	Labor Requirements	Accepted industry time standards published in R. S. Means cost data, industry organizations, and similar estimating sources shall be used for determining the number of direct labor hours required to complete the scope of work.
2.16.6.	Material and Equipment Requirements	Accepted industry and Government material and equipment costs published in R. S. Means cost data, national material supplier catalogues, U.S. Army Corps of Engineers Construction Equipment Ownership and Operating Expense Schedule (EP 1110-1-8), equipment rental catalogues, and similar estimating sources shall be used for determining customary and reasonable costs for the material and equipment estimate. Projected material requirements shall include a list of materials establishing the size, quality, number of units, and unit prices. Pre-expended bin supplies and materials shall not be included in the list of materials since the cost for these items are to be included in the labor hour unit price. Material prices shall be the lowest price available considering the availability of materials and the time constraints of the job. The direct material price shall include all discounts and rebates for core value and salvage value that accrue to the Contractor and Contractor-furnished warehousing cost. Equipment costs shall include rental and lease costs, ownership costs where



<p style="text-align: center;">BOSC, Naval Support Facility Redzikowo, Poland  (N62742-16-D-3551, TO N3319118F4417) <b>MOD 02</b>  <b>Annex 2:</b>  <b>Sub-Annex 0200000 – Management and Administration</b></p>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		Contractor-owned, equipment mobilization, and tools, not priced under the recurring work portion of the contract.
2.16.7.	Issuance of Final Task Order	Any non-recurring work or changes to the contract will be executed via modification.
2.17.	Mobilization Plan and Mobilization	<p>The Contractor shall prepare and execute a Mobilization (Phase-In) Plan. The Mobilization Plan shall describe the processes by which the Contractor shall:</p> <p>(a) Identify, assemble, and organize his key employees and other employees (including sub-contractors and suppliers), equipment, vehicles, supplies and material.</p> <p>(b) Indoctrinate, train, position, and deploy the above elements on-site or at their appropriate supporting locations.</p> <p>(c) Begin and complete all Phase-In operations necessary to assume full and complete operational responsibility for providing services under the contract. Mobilization Phase-in tasks include making contacts with interim service providers and working together with them in a coordinated fashion to have the right information exchanges, meetings, inventories and related actions aimed at the eventual transfer and assumption of full responsibility to the Contractor under this contract. Interim service providers may include construction contractor(s), other contractors or sub-contractors, Government employees, or Defense Uniformed personnel.</p> <p>The Contractor shall submit his completed Mobilization Plan to the KO for Government review, feedback and clarifications if any, and approval per the agreed date between the Government and Contractor. When directed, the Contractor shall commence his approved Mobilization Plan and achieve full operational responsibility for services as specified in the PWS.</p>
2.18.	Demobilization Plan and De-mobilization	<p>When requested, the Contractor shall prepare and execute a De-Mobilization (Phase-Out) Plan. The De-Mobilization Plan shall describe the processes by which the Contractor will logically and reasonably transfer responsibility for services to another entity (i.e., Public Works Officer or other Entity), reduce and cease support services entirely, or a combination of these two courses of action for the entire set of services under the contract. Included are: any remaining/backlogged maintenance and repair; cleaning; inventories; completion and turnover of records, logs, operating and maintenance manuals, keys and locks, etc.</p> <p>Within 10 days after receipt of all available and necessary de-mobilization requirements information, the Contractor shall submit his completed De-Mobilization Plan to the KO for Government review, feedback and clarifications if any, and approval. When directed, the Contractor shall commence his approved De-Mobilization Plan and transfer or cease responsibility for services as soon as possible, in</p>

BOSC, Naval Support Facility Redzikowo, Poland (N62742-16-D-3551, TO N3319118F4417) <b>MOD 02</b> <b>Annex 2:</b> <b>Sub-Annex 0200000 – Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
		accordance with the Plan.

BOSC, Naval Support Facility Redzikowo, Poland (N62742-16-D-3551, TO N3319118F4417) <b>Section J-1503050:</b> <b>Documents, Exhibits, and Other Attachments</b>	
<b>Attachment Number</b>	<b>Attachment Title</b>
J-1503050-01	DEFINITIONS AND ACRONYMS
J-1503050-02	REFERENCES AND TECHNICAL DOCUMENTS
J-1503050-03	SITE MAP FOR GRASS MOWING/VEGETATION CONTROL (MOD 02)

BOSC, Naval Support Facility Redzikowo, Poland (N62742-16-D-3551, TO N3319118F4417) <b>Attachment J-1503050-01</b> <b>Definitions and Acronyms</b>	
<b>Definition</b>	<b>Description</b>
Appearance	Where there is a sense impression or outward aspect of an area or thing that is consistent, uniform and neat in and around the surroundings.
Bruising of Lawn	An injury to grass areas resulting in discolored blades of grass, usually caused by mowing with a dull blade.
Clipping	Any vegetation that is left on paved surfaces, lawns, and plant beds after being cut by means of shears, mowers, etc.
Debris	Includes, but is not limited to, paper, cans, bottles, limbs and branches, pine straw and pinecones, leaves, rocks, and other similar items.
Depression	A small area that has sunken below its surroundings.
Edging	Creating a uniform edged cut to promote a neat appearance and prevent ground structures from vegetation encroachment.
Grade	To bring soil to previously established level or inclination using appropriate tools and equipment.
Grass Cutting	Cutting or trimming, monoecious flowering plants with simple leaves, within a designated area. Also includes cutting and trimming broadleaf weeds and other vegetation found in the lawn area to the required height as specified per contract.
Improved Area	Improved grounds apply to areas within the built-up section of an installation which contains lawns and landscape development parade grounds, drill fields, athletic facilities, cemeteries, golf courses (except roughs), and similar areas, and include the maintenance and care of ornamental and decorative growth, such as shrubs and flowers and other plantings that are appurtenant to and within lawn areas.
Mowing	Cutting of all grasses, weeds, and other vegetation that is 1 inch or less in diameter (at ground level).
Parcel	A designated area of land which may be indicated on installation maps or other attachments.
Semi-improved Area	Semi-improved grounds apply to airfields, small arms ranges, ammunition storage, and similar areas.
Sightly	Attractive, tasteful, or pleasing to the sight and consistent with its intended purpose.
Trimming	Removal of unwanted vegetation around trees, shrubs, flower and shrub beds, cultivated areas, poles, walls, valves, and other similar objects to match the height and appearance of the surrounding grass. Shrub and hedge trimming includes removal of unwanted vegetation to maintain a uniform, and well-shaped appearance, and to prevent interference with pedestrians, vehicle traffic and building encroachment.
Unimproved Area	Unimproved grounds apply to agricultural areas, pastures, forests, swamps, marshes, deserts, and rocky or barren areas.

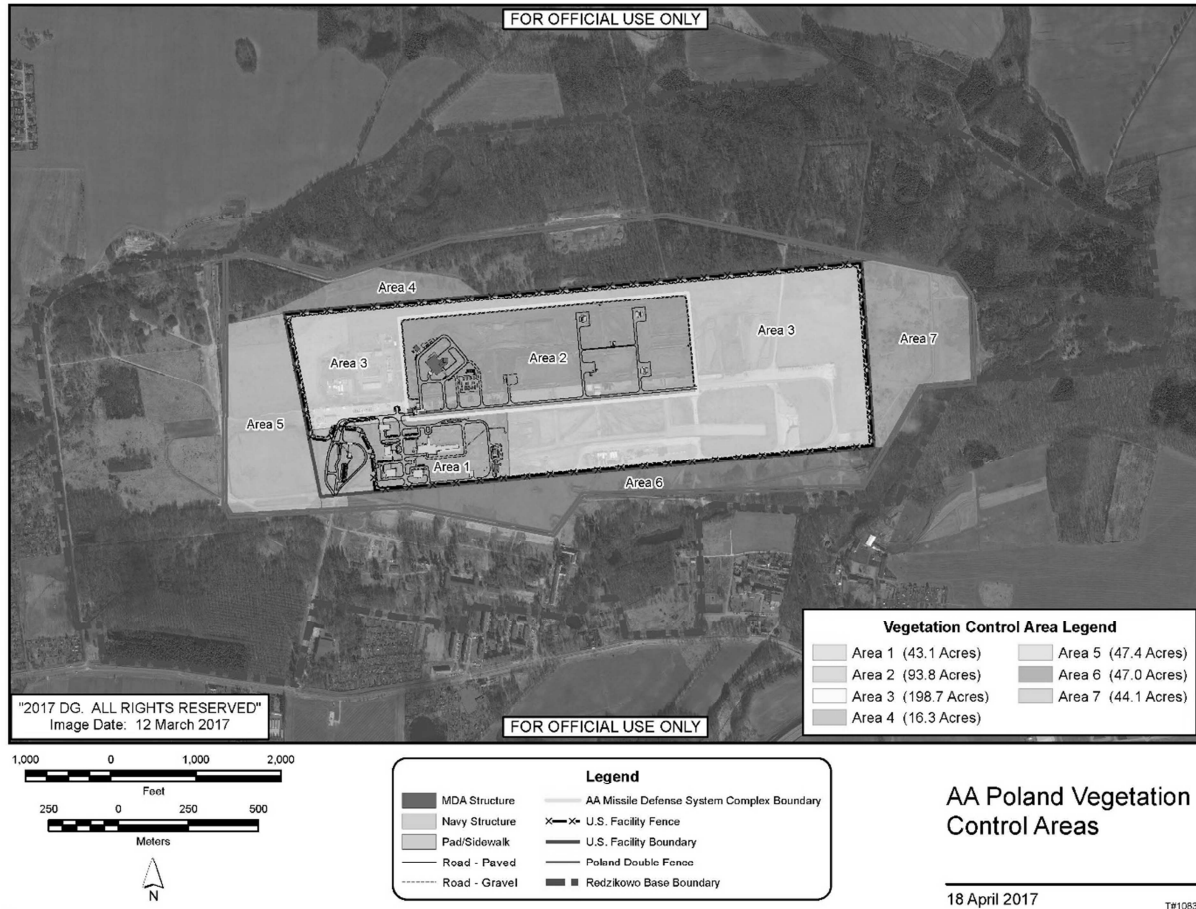
BOSC, Naval Support Facility Redzikowo, Poland  
(N62742-16-D-3551, TO N3319118F4417)

**Attachment J-1503050-02**

**References and Technical Documents**

<b>Reference</b>	<b>Title</b>
NAVFAC DM 5	Drainage for Areas Other Than Airfields
NAVFAC INST 11320.2(most current)	Fire Prevention and Protection
NAVFAC P-73	Natural Resources Management Procedural Manual
NAVFAC MO-100.1	Natural Resources Land Management
NAVSEA OP 5	Ammunition and Explosives Safety Ashore
OPNAV 5090.1 (most current)	Safe Drinking Water Act Compliance Ashore
OPNAV INST 6240.3 (most current)	Chapter 9, Pest Management

BOSC, Naval Support Facility Redzikowo, Poland  
(N62742-16-D-3551, TO N3319118F4417) MOD 02  
Attachment J-1503050-03  
Site Map for Grass Mowing/Vegetation Control



**Notes:**

- (1) Grass Mowing/vegetation control shall commence as areas are turned over from the MILCON Contractor.
- (2) SA area and the laydown area sit on an old (but solidly intact) concrete runway. Vegetation control around these areas is negligible.

Area	Area Type	Size Acres Approximate	Est. Turn over Date	Mow frequency
1	Improved	43.1	Jul 2019	Maintain Grass height between 4.5 and 6 inches
2	Semi- Improved	93.8	Jan 2020	Maintain Grass height $\leq$ 8 inches
3	Semi- Improved	198.7	Jul 2019	Maintain Grass height $\leq$ 8 inches
4	Semi - Improved	16.3	Jul 2019	Three times per growing season
5	Semi - Improved	47.4	Jul 2019	Three times per growing season
6	Semi - Improved	47.0	Jul 2019	Three times per growing season
7	Semi - Improved	44.1	Jul 2019	Three times per growing season

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Q23

Contract Information			Non-Serially Managed			Requested			Serially Managed Items									
LINE NUMBER*	ITEM NAME*	ITEM DESCRIPTION*	NSN	MFR. CAGE	PART NUMBER	MODEL NUMBER*	QTY*	UNIT OF MEASURE*	UNIT ACQ COST	USE AB-19*	DELIVERY DATE	DURATION	TIME UNIT	DELIVERY EVENT	NOTES			
17	EC0305-02	SPORT UTILITY VEHICLE 4X4 MIDSIZE 5401-6789 GIWR				Plate number: IFJ1756/VR; JTEBR3FJ005029450	(b) (4)								Toyota Landcruiser			
17	EC0305-02	SPORT UTILITY VEHICLE 4X4 MIDSIZE 5401-6789 GIWR				Plate number: IFJ1756/VR; JTEBR3FJ005029450									Toyota Landcruiser			
17	EC0305-02	SPORT UTILITY VEHICLE 4X4 MIDSIZE 5401-6789 GIWR				Plate number: IFJ1756/VR; JTEBR3FJ005029450									Toyota Landcruiser			
17	EC0305-02	SPORT UTILITY VEHICLE 4X4 MIDSIZE 5401-6789 GIWR				Plate number: IFJ1756/VR; JTEBR3FJ005029450									Toyota Landcruiser			

BOSC, Naval Support Facility Redzikow, Poland (N62742-16-D-3551 TO N3319118F-4417) MOD 02 Attachment J-1700000-03 MHE/WHE Specialized Lifts and I&CO Support						
MHE	Spec Requirements	Operator Needed	QTY	Purpose	Required Dates	Notes
22,000 lbs Heavy Duty/Rough Terrain Forklift	Forks cannot be bigger than 9 inches and be adjustable with width from 60" to 73" wide on center in carriage Times with minimum of 72" long. Diesel fuel	No	2	REU Lifting requirement and SPY array foundations. Movement of REUs into the Deckhouse. Need one in laydown area and one at Deckhouse.	Forklift #1 Start of Contract to 01 Aug 2020  Forklift #2 01Aug 2019 – 1Aug2020	Toyota 4FD100. US based OEM personnel with proper credentials will be available to operate relieving the need for local operators
15,000 lbs Heavy Duty/Rough Terrain Forklift	Must have must extended reach/zoom boom capability. Must have two (2) 20 foot nylon slings (per machine) and an acceptable method of attaching them to the forks (nylon slings are not permitted to be attached directly to/over the forks) to facilitate lifting oddly sized items through roll back container tops.	No	1	General INCO support. Transport material at Launchers, Laydown area, DH and inbetween	01Nov2019 - 01 Aug 2020	Pettibone Extendo 1530. US based OEM personnel with proper credentials will be available to operate relieving the need for local operators
9,000 lbs Heavy Duty/Rough Terrain Forklift	Must have extended reach/zoom boom capability. Must have two (2) 20 foot nylon slings (per machine) and an acceptable method of attaching them to the forks (nylon slings are not permitted to be attached directly to/over the forks) to facilitate lifting oddly sized items through roll back container tops.	No	1	General INCO support. Transport material at Launchers, Laydown area, DH and inbetween	01Aug 2019- 01 Aug 2020	9,000 lb all terrain type (JLG 943 ) or equivalent
7,500 lbs Heavy Duty/Rough Terrain Forklift	Must have extended reach/zoom boom capability. Forklift must be sized to be able to drive into a standard 40' container to retrieve and deposit material.	No	1	Retrieve and deposit material in containers	01Aug2019 – 01Aug2020	Similar JCB TLT 35D 4X4 TELESCOPIC FORKLIFT. Forklift must be able to use ramp referenced elsewhere in sect 1700000.
5,000 lbs Propane/Electric standard forklift	Powered by propane or electricity. The government will provide electricity and the contractor shall be responsible for propane if that option	No	1	For interior operation. Moving other material from laydown area, in and around Mast work area, and at worksite	01Aug2019-01Aug2020	US based OEM personnel with proper credentials will be available to operate relieving the need for local operators
Semi Tractor	Capable of hauling SPY on trailer (43.65 Tons), must be compatible with US semi-trailer connections electrical (lighting is 7-way 12 volt), air- brakes, king pin (king pin setting on trailers are as follows 2" pin - 16" setting, 49" fifth wheel height, 78" clearance swing) used to ship SPY and VLS	Yes	1	To move Launcher Modules and SPY Arrays from Laydown area/Industrial Warehouse to LF site	Available Start of Contract - 01 Aug 2020	On Call/Only Billed as used on site, BOSC operated
Flat Bed Trailer	Capable of moving 20 and 40 foot shipping containers around the site. Appropriate tie down or container connections shall be provided. Intended to use the aforementioned semi-tractor as the prime mover. If the semi-tractor cannot be used as the prime mover, then a prime mover shall be supplied.	Yes	1	Movement of containers on the site.	Available Start of Contract - 01 Aug 2020	On Call/Only Billed as used on site, BOSC operated
Flat Bed Truck	15,000 lbs cargo capacity, drop side, 20 foot bed diesel fueled, if lights, generators or compressors (described below) are trailer mounted, the vehicle must have trailer connection compatible with towing them. Air ride suspension	No	2	To move REUs and Other Heavy Equipment to LF and DF	Flatbed #1 Start of Contract- 01Aug 2020  Flatbed #2 01 Aug 2019- 01 Aug 2020	
Small Van	Small cargo van, side and rear cargo doors, pay load ≥600kg	No	1	Movement of miscellaneous parts in cover.	(All) Day 1 - Aug20	VW Maxi Caddy delivery van
Large Van	Large Cargo van with medium high roof, side and rear cargo doors, pay load ≥ 1000kg.	No	1	Movement of miscellaneous parts in cover.	(All) Day 1 - Aug20	VW Transporter Service Profi Van
3/4 ton pickup truck	4x4. Both vehicles shall be fitted with a trailer hitch (ball).	No	2	OEM use around DH and LF sites	(All) Day 1 - Aug20	
Heavy Duty Pallet Jack	Battery powered pallet truck to move pallets/equipment in confined indoor spaces.	No	2	Move pallets in DH and warehouse	Start of Contract – 01 Aug 2020	Raymond 102XM
80 ton wheeled cranes	Require normal complement of slings and rigging gear associated with crane operations; crane shall have a sling to allow a solo lift of a 40 foot shipping container.	Yes and rigging crew	1	Container handling	(All) Nov19 Feb19 - Aug20	On Call/Only Billed as used on site, BOSC operated
Single Man Lift (Scissor Lifts)	20 ft 8 in (6.35 m) working height, 14 ft 8 in (4.52 m) platform height, and up to 500 lbs (227 kg) lift capacity	No	2	Transport personnel to the roof area. 03 level turnbuckle installation	(C4I)(LM) Aug19 - Aug20	Genie GR15
Boom Lift	Platform Height 150 ft (45.72 m), Horizontal Reach 75 ft (22.86 m). The jib/ platform must articulate up and down as well as left and right	No	2	Mast and Array work	Lift 1 18 Nov 2019 -01 Aug 2020 Lift 2 01 Aug 2019 – 01 Aug 2020	JLG 1500AJP
Scissor Lift	Platform Height 32ft. (9.75m), electric zero emission, and up to 500 lbs (227 kg) lift capacity	No	1	ICT cable runs	Nov 2019- Aug 2020	GS-3232
Fuel Truck	Used to refuel MHE at job sites on a daily basis, diesel fueled	Yes	1		(All) Day 1 - Aug20	BOSC operated
Generators	480/240/120 Volt 60 HZ, 60-70K kw, 3 phase and single phase. Dual voltage capable. Must be towable by the flatbed trucks listed above or movable with the RT/ fork lifts.	No	5	Temporary electrical power	3 Generators Start of Contract -01Aug 2020  2 Generators 01 Aug 2019 -01Aug 2020	Multi-Quip DCA70 SSJU41 3 Generators at LME's stay the entire time. 2 at RDH come back one month before INCO begins.
Compressor	Each compressor shall be capable of delivering a minimum of 250 CFM at 175PSI, capable of being towed by flatbed trucks listed above	No	2	These compressors are being used for REU installation at the RDH	01 Oct 2019- 01 Aug 2020	
Light tower	Trailer mounted with minimum of 30 foot mast, with minimum of 4 ea. 1000watt lamps. Must be towable by flatbed trucks described above.	No	20	Outdoor lighting	6 light sets Start of Contract -01 Aug 2020  Remaining 14 light sets provided as needed	
Notes:						
1 All vehicles/equipment shall be diesel fueled unless otherwise stated.						
2 References to contractors or companies in above text are for reference purposes only.						
3 NAVFAC P-307 governs crane operation. P-1 form (inspection) shall be initiated upon arrival at base. P-2 form shall be completed each time the crane is moved and set up. Lift plans are required for all critical lifts.						

SECTION A - SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$12,011.24 from \$4,957,762.80 (EST) to \$4,969,774.04 (EST).

SECTION B - SUPPLIES OR SERVICES AND PRICES

CLIN 0004

The estimated/max cost has increased by (b) (4).

The award fee has increased by (b) (4).

The MILSTRIP N6259219RC033B1 has been added.

The total cost of this line item has increased by \$12,011.24 from \$2,068,879.71 (EST) to \$2,080,890.95 (EST).

SUBCLIN 000405

The CLIN extended description has changed from:

Funding Doc. No. N6259219RC012B1 Customer ACRN: \$(b) (4), \$(b) (4) (Est Cost, Awd Fee)

To:

Funding Doc. No. N6259219RC012B1 Customer ACRN: \$(b) (4) (Est Cost, Awd Fee)

SUBCLIN 000408

The CLIN extended description has changed from:

Funding Doc. No. N6259219RC011B1 Customer ACRN: \$(b) (4) (Est Cost, Awd Fee)

To:

Funding Doc. No. N6259219RC011B1 Customer ACRN: \$(b) (4) (Est Cost, Awd Fee)

CLIN 0009

The estimated/max cost has increased by (b) (4).

The award fee has increased by (b) (4).

The total cost of this line item has increased by \$20,897.02 from \$3,764,284.41 (EST) to \$3,785,181.43 (EST).

CLIN 0014



The estimated/max cost has increased by (b) (4).  
The award fee has increased by (b) (4).  
The total cost of this line item has increased by \$15,822.01 from \$3,766,092.75 (EST) to \$3,781,914.76 (EST).

CLIN 0019

The estimated/max cost has increased by (b) (4).  
The award fee has increased by (b) (4).  
The total cost of this line item has increased by \$20,875.90 from \$3,677,243.34 (EST) to \$3,698,119.24 (EST).

SUBCLIN 000419 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000419	Fund ACRN BB - Additional Funding for TR CPAF Additional funding for SubCLIN 000408 due to separate Funding Document: Funding Doc. No. N6259219RC033B1 Customer ACRN: (b) (4) (Est Cost, Awd Fee)				\$0.00
ESTIMATED COST					\$0.00
BASE FEE					\$0.00
SUBTOTAL EST COST + BASE					\$0.00
MAX AWARD FEE					\$0.00
TOTAL EST COST + FEE					\$0.00
ACRN BD					\$(b) (4)
CIN: 00000000000000000000000000000000					

Accounting and Appropriation

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by \$12,011.24 from \$4,957,762.79 to \$4,969,774.03.

SUBCLIN 000405:

A4: 1791804 52FA 254 00520 056521 2D MWNCGZ 59219RC012B1 (CIN 00000000000000000000000000000000) was decreased by (b) (4).

SUBCLIN 000408:

A7: 1791804 52FA 254 00520 056521 2D TRNCGP 59219RC011B1 (CIN  
00000000000000000000000000000000) was increased by (b) (4)

SUBCLIN 000419:

Funding on SUBCLIN 000419 is initiated as follows:

ACRN: BB

CIN: 00000000000000000000000000000000

Acctng Data: 1791804 52FA 254 00520 056521 2D TRNCGP

Increase: \$(b) (4)

Total: \$(b) (4)

Cost Code: 59219RC033B1

(End of Summary of Changes)